

PROCEEDINGS OF THE BROWN COUNTY BOARD OF SUPERVISORS
OCTOBER 21, 2015

Pursuant to Section 19.84 and 59.14, Wis. Stats., notice is hereby given to the public that the REGULAR meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** was held on **Wednesday, October 21, 2015, at 6:00 p.m.**, in the Legislative Room 203, 100 North Jefferson Street, Green Bay, Wisconsin.

The following matters will be considered:

Call to order at 6:00 p.m.

Invocation.

Pledge of Allegiance.

Opening Roll Call:

Present: Sieber, De Wane, Hoyer, Gruszynski, Erickson, Evans, Kaye, Landwehr, Dantine, La Violette, Katers, Kaster, Van Dyck, Jamir, Robinson, Clancy, Campbell, Moynihan, Blom, Schadewald, Lund

Total Present: 21

Late Arrivals: Fewell (6:25pm), Haefs (6:30pm), Nicholson (6:50pm), Zima (6:58pm), Buckley (7:04pm)

PRESENTATIONS

Drug Task Force 2015 Annual Report to the Brown County Board of Supervisors given by
Lt. Kevin Kinnard, Drug Task Force

Update on Human Trafficking in Brown County given by Lt. Jim Valley, Investigative Division

ATTACHMENTS TO DRUG TASK FORCE ANNUAL REPORT
AND HUMAN TRAFFICKING UPDATE
ON FOLLOWING PAGES

Drug Abuse and Trafficking in Northeast Wisconsin

BROWN COUNTY DRUG TASK FORCE
LT. KEVIN KINNARD

Mission of Drug Task Force

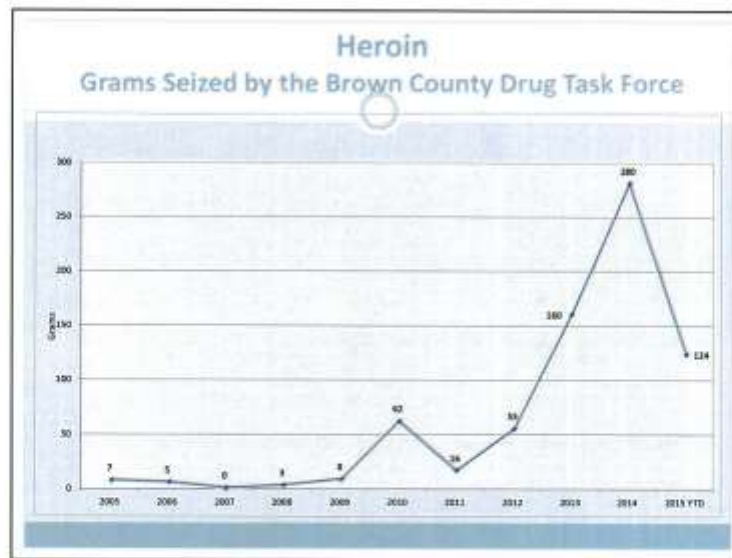
- Identify, disrupt and dismantle drug trafficking organizations operating or distributing in Brown County.
- Reduce demand for controlled substances through public awareness, and directed enforcement actions targeting drug users, drug houses, and drugged driving.

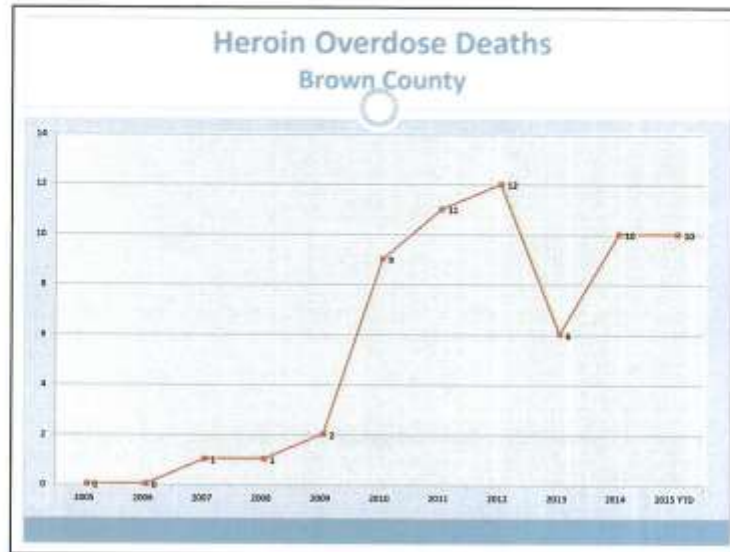
DTF Activity Jan – Sep 2015

- 63 Search Warrants
- 41 Consensual Searches of Residences
- 31 Community Presentations
- 83 Purchases of controlled substances
- 187 K-9 Deployments
- 226 Felony Arrests
- 113 Misdemeanor Arrests

Heroin



- Heroin is a Schedule I drug processed from morphine, a natural opiate derived from specific varieties of poppy.
- Intravenous (needle) use of heroin is still the preferred method of choice for addicts because the heroin rush occurs almost immediately upon entering the blood stream, approximately 7-8 seconds after injection.
- Heroin is powerfully addictive. The long term heroin user has cravings so overwhelming that they have only two goals: 1) Getting Heroin; and 2) Using Heroin.

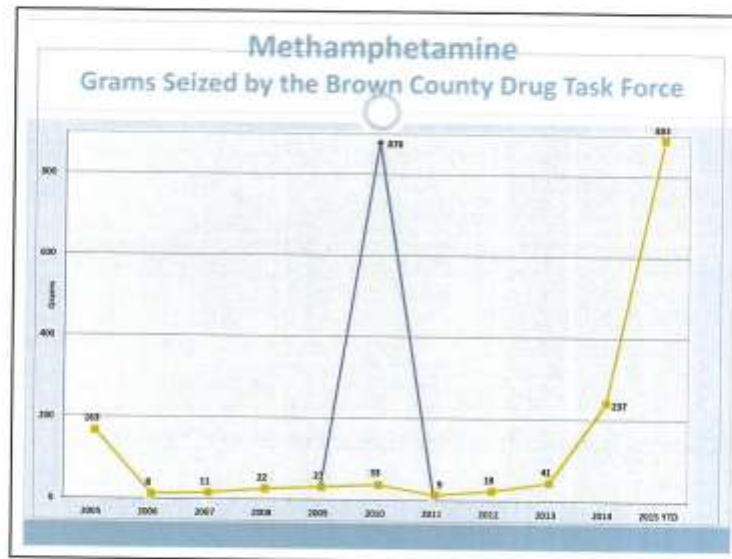




Methamphetamine

- Methamphetamine is a Schedule II drug, of which the main ingredient is ephedrine.
- It can be smoked, inhaled, injected or orally ingested.
- Methamphetamine is a highly addictive stimulant that affects the central nervous system.



2015 Highlights

- New Records Management System
 - Implemented October 1st
- Administrative Assistant
 - 2.6 to 3 full time equivalent in January 2016 (HIDTA funded)
- Focus remains on the enforcement of heroin, methamphetamine, cocaine and marijuana
 - Targeting Drug Trafficking Organizations

Crimes Against Children and Sex Trafficking in Brown County

BROWN COUNTY SHERIFFS OFFICE
LT. JAMES VALLEY

Internet Crimes Against Children Task Force

Launched in 1998, the Internet Crimes Against Children Task Force Program (ICAC Program), started with only 10 Task Forces across the United States, but today it is a network of 61 coordinated Task Forces representing more than 3,000 Federal, state and local law enforcement and prosecutorial agencies. These agencies are engaged in reactive, proactive, and forensic investigations, and criminal prosecutions.

Brown County ICAC

- In 2014, the ICAC division was created to establish a presence of enforcement on Internet Crimes Against Children within Brown County. In total, over 70 arrests have been made of individual that were will or have sexually abused children in our area. Over 350 cases have been investigated within the last two years.
- In October of 2014, two civilian computer forensic positions were approved and added. Almost 1000 items of digital evidence have been processed and reviewed by our computer analysts.

Operation Cross Country

Two weeks ago Brown County Law Enforcement was involved in Operation Cross Country. Law Enforcement contact 24 suspects and victims involved in Human Trafficking. Law Enforcement arrested 13 people for violations that involved Human Trafficking, along with warrants and other crimes. Another 11 victims were offered resources and assistance. 95% percent of all victims contacted wanted help to get out of their situation because they are forced to do it by others. Some cannot get out due to threat of violence.

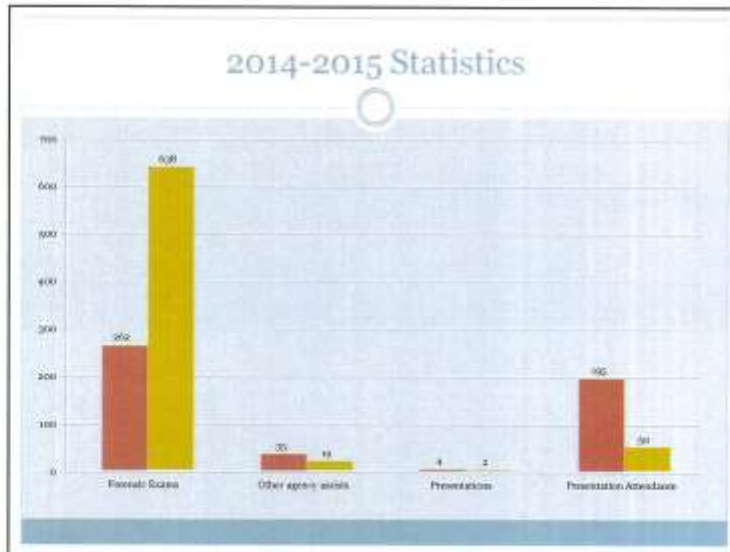
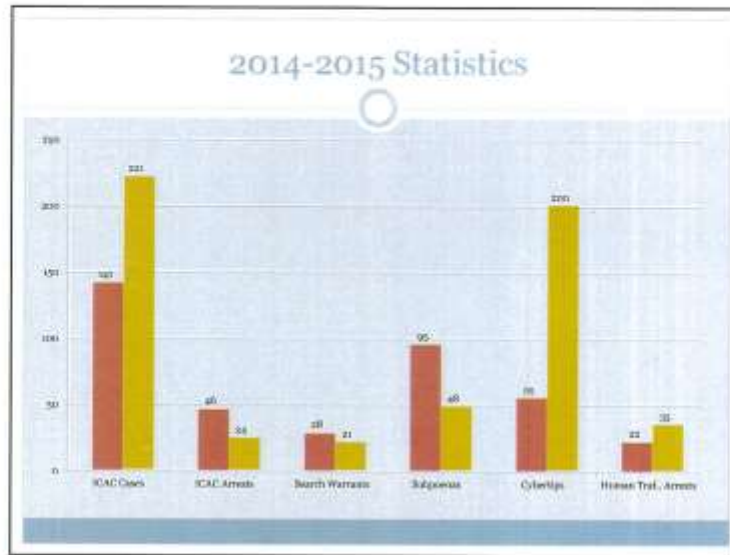
Victims

Many victims still come to Brown County outside the area and also have made residency in Brown County. We are still assessing the issue to find the big picture of the issue. We do know that a large amount of money does come in through Human Trafficking and ultimately is funneled into the drug trade. 95% of the individuals involved are in the trade by force and not by their own will.

Local Partnerships

The effort to combat this has been through a partnership between the Brown County Sheriff's Office, Ashwaubenon Public Safety, De Pere Police Department and Green Bay Police Department.





No. 1 -- ADOPTION OF AGENDA.

Chairman Moynihan amended the agenda by moving item #11h (Resolution Re: To Authorize the Use of Bonded and Levied Funds for Library Renovation) after item #8 (Other Reports), the addition of item #11fi (Resolution Re: Authorizing Human Services to Request Waiver for Increased Service Provider Audit Threshold) and striking items #15-16 (closed sessions).

A motion was made by Supervisor De Wane and seconded by Supervisor Sieber **“to adopt the agenda as amended.”** Voice vote taken. Motion carried unanimously with no abstentions.

No. 2 -- COMMENTS FROM THE PUBLIC:

- a) Must be limited to items not on the agenda.
- b) State name and address for the record.
- c) Comments will be limited to five minutes.
- d) The Board's role is to listen and not discuss comments nor take action of those comments at this meeting.

Cheryl Weber, 786 Hunters Run, Green Bay, with the Joshua Group, offered her thanks to several individuals and committees as a whole for listening and taking action regarding requested mental health dollars. She asked for support of the proposed \$1.5 million funding for transitional residential treatment and stated she believes that by all of us making a statement, those with mental health issues will know we care.

No. 3 -- APPROVAL OF MINUTES OF SEPTEMBER 16, 2015.

A motion was made by Supervisor De Wane and seconded by Supervisor La Violette **“to approve the minutes of the September 16, 2015 meeting”**. Voice vote taken. Motion carried unanimously with no abstentions.

No. 4 -- ANNOUNCEMENTS OF SUPERVISORS.

Supervisor Dantine invited all to come to the Soup Supper tomorrow night, October 22nd, at St. Thomas The Apostle Church from 4-7p.m.

Supervisor Erickson stated that last Friday a number of individuals from Brown County were at Bay Port High School to teach Social Studies classes. Supervisor Erickson also thanked Supervisor Schadewald for the “Freedom is not Free” hat and encouraged all to donate to the Veteran's Memorial in Howard.

Supervisor Haefs reminded the Board that Human Services added money to their budget to help those that are in jail by moving them for other care. If the County Executive were to veto this, Supervisor Haefs encouraged the Board to amend the budget to override that veto.

No. 5 -- COMMUNICATIONS. NONE.

LATE COMMUNICATIONS:

No. 5a -- FROM SUPERVISOR ERICKSON: STARTING IN 2016, ALL NEW HIRES WOULD NOT BE ELIGIBLE FOR THE STANDARD JANUARY (2017) ALL-INCLUSIVE RAISE OR DECEMBER BONUS IN 2017 UNTIL THEY HAVE

**BEEN EMPLOYED BY BROWN COUNTY FOR 6 MONTHS AND THEN
RAISES OR BONUSES COULD BE APPLIED.**

Refer to Executive Committee.

No. 6 -- APPOINTMENTS BY COUNTY EXECUTIVE. None.

No. 7a -- REPORT BY COUNTY EXECUTIVE.

County Executive Streckenbach expressed his pleasure in working with County Board Supervisors in putting together this year's budget. He stated he felt everyone listened and worked together. Supervisor Streckenbach thanked the Board members for their mutual respect and good working relationships. He is looking forward to a successful budget meeting on November 4th.

No. 7b -- REPORT BY BOARD CHAIRMAN.

Chairman Moynihan thanked Lt. Kinnard, Lt. Valley and Sheriff Gossage for their work and their presentations this evening.

Chairman Moynihan reminded the Board that December 1st is the first day to begin circulating nomination papers for those running for re-election. Nomination packets are now available in the County Clerk's office.

No. 8 -- OTHER REPORTS. NONE.

Item #11h (Resolution Re: To Authorize the Use of Bonded and Levied Funds for Library Renovation) taken out of order at this time.

No. 11h -- RESOLUTION RE: TO AUTHORIZE THE USE OF BONDED AND LEVIED FUNDS FOR LIBRARY RENOVATION.

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

WHEREAS, in March 2012, Brown County Board of Supervisors bonded for Library renovations at the Central Library and placed said bonded funds into the 425 Library Renovation Fund to be used for library construction projects; and,

WHEREAS, many of the Library projects done, did not qualify for use of the bonded funds, thereby, the Library was asked by the County to contribute levied funds to the 425 Library Renovation Fund; and,

WHEREAS, pursuant to the County's request, the Library did a budget adjustment transferring levied funds from their operating account to the 425 Library Renovation Fund; and,

WHEREAS, as these funds in the 425 Library Renovation Fund were to be used for facility improvements the funds were put under the oversight of the Public Works Department; and,

WHEREAS, levied funds appropriated for the Library are under the control of the Library Board, and should be repurposed within the discretion of the Library Board and should be under the authority of the Library Board; and,

WHEREAS, it is desirable to move the levied dollars, in the amount of \$300,983, located in the 425 Library Renovation Fund held for renovations back into the Library's budget to be used by the Library Board for the Brown County System-wide furniture replacement; and,

WHEREAS, funds bonded for by Brown County for the Library, back in 2012, were borrowed and designated for renovation purposes and under the State Statutes are required to be used for said purposes pursuant to Wisconsin Chapter 67; and,

WHEREAS, Brown County is responsible for disbursing funds in compliance with Chapter 67, and exercises control over the bond money and the manner in which it is disbursed, and is obligated to comply with the very purpose for which the bond was issued, which was Library improvements and renovations; and,

WHEREAS, pending the approval of Bond Council, it is desirable for \$348,622 of the \$970,680 bonded funds available located in the 425 Library Renovation Fund, be designated for use by the Library for renovation purposes as was the original intent of the bonding, for the Central Library parking lot renovation and reconfiguration adding ten spots at a cost not to exceed \$122,574, central auditorium renovations at a cost not to exceed \$180,392, and for central meeting room and meeting room foyer improvements not to exceed \$45,656; and,

WHEREAS, in the alternative, if Bond Council fails to approve the bond funds for the Central Library parking lot renovation, the Library would use the levied funds for that project, with the remaining levied dollars to be used to fund the furniture projects of highest priority, in order of priority at the following branches from highest to lowest priority as follows: Wrightstown Branch, East Green Bay Branch, Pulaski Branch, Ashwaubenon Branch and Kress Branch locations.

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors, do hereby resolve that levied dollars, in the amount of \$300,983, located in the 425 Library Renovation Fund held for renovations be removed from the oversight of the Public Works Department, and moved back into the Library's budget to be used under the discretion and authority of the Library Board for the Brown County System-wide furniture replacement.

BE IT FURTHER RESOLVED, pending the approval of Bond Council, that the bonded funds located in the 425 Library Renovation Fund, in the amount of \$348,622, of the \$970,680 available, be designated for use by the Library for renovation purposes as was the original intent of the bonding, and shall be used for the Central Library parking lot renovation and reconfiguration adding ten spots at a cost not to exceed \$122,574, central auditorium renovations at a cost not to exceed \$180,392, and central meeting room and meeting room foyer improvements not to exceed \$45,656.

BE IT FURTHER RESOLVED, in the alternative, if Bond Council fails to approve the bond funds for the Central Library parking lot renovation, the Library would use the levied funds for that project, with the remaining levied dollars to be used to fund the furniture projects of highest priority, in order of priority at the following branches from highest to lowest priority as follows: Wrightstown Branch, East Green Bay Branch, Pulaski Branch, Ashwaubenon Branch and Kress Branch locations.

BE IT FURTHER RESOLVED, it is found that the funds from the 425 Library Renovation Fund for use in facility improvements and renovations for the Brown County Library is in keeping with the original intent of the bonded and levied funds.

Respectfully submitted,
PLANNING, DEVELOPMENT AND
TRANSPORTATION COMMITTEE

Drafted by Corporation Counsel
Approved as to form by Corporation Counsel

Fiscal Note: This resolution does not require an appropriation from the General Fund. The resolution transfers \$300,983 in levy dollars from the 425 Fund to the Library Board, and appropriates \$348,622 in bond dollars from the 425 Fund to defined Library projects.

A motion was made by Supervisor Sieber and seconded by Supervisor Dantine **“to adopt”**.

Following, a motion was made by Supervisor Robinson and seconded by Supervisor Schadewald **“to suspend the rules and allow the public to address the Board”**. Voice vote taken. Motion carried with no abstentions.

Betty Kossik, 2346 Browning Road, Green Bay, addressed the Board with her concerns about the library auditorium. She stated her experience with the library started in 2014 when she became involved with a group that used meeting rooms and other things at the library. She stated it was at this time that she saw the auditorium and thought it was disgusting. When she was in the auditorium for the mayoral debate, she said the carpet was terrible and feels the library is a gem in our area and should be renovated.

Steve Noel, 3725 S Clay Street, Green Bay, stated he is in support of the renovation funding. He stated he is part of a group of men that are politically connected taxpayers who attend weekly meetings on Tuesday morning in the auditorium area. He advised the Board that he feels the auditorium is a threat to safety especially with the loose carpeting. He further stated that he enthusiastically supports the library and staff and encourages the Board to approve this renovation.

Following, a motion was made by Supervisor Schadewald and seconded by Supervisor Fewell **“to return to regular order”**. Voice vote taken. Motion carried with no abstentions.

Following discussion on a timeline for renovations, a roll call vote was taken on the original motion by Supervisor Sieber and seconded by Supervisor Dantine **“to adopt”**.

Ayes: Sieber, De Wane, Hoyer, Gruszynski, Haefs, Erickson, Zima, Evans, Kaye, Landwehr, Dantine, La Violette, Katers, Van Dyck, Jamir, Robinson, Clancy, Campbell, Moynihan, Blom, Schadewald, Lund, Fewell.

Nayes: Kaster

Absent: Buckley

Abstain: Nicholson

Total Ayes: 23 Total Nayes: 1 Total Absent: 1 Total Abstain: 1

Motion carried.

Following the meeting, County Executive Streckenbach vetoed two appropriations within Resolution #11h. The appropriations vetoed are: 1) \$300,983 for the purchase of furniture, and 2) \$122,574 for renovation of the downtown library parking lot. Resolution #11h held and added to the agenda for the next County Board Meeting on November 4, 2015.

ATTACHMENT TO RESOLUTION #11H
ON THE FOLLOWING PAGE

(ATTACHMENTS TO RESOLUTION #11H
RE: COUNTY EXECUTIVE VETO
FOLLOWING COUNTY CLERK'S SIGNATURE
AT THE END OF THE MINUTES.)



BROWN COUNTY LIBRARY
515 PINE STREET GREEN BAY, WI 54301-5194

PHONE (920) 448-5810
FAX (920) 448-4364

BRIAN M. SIMONS
EXECUTIVE DIRECTOR

Simons_BM@co.brown.wi.us
www.browncountylibrary.org

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 10/14/2015
REQUEST TO: Planning, Development & Transportation
MEETING DATE: 10/19/2015
REQUEST FROM: Brian Simons
Executive Director, Brown County Library

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: **RESOLUTION TO AUTHORIZE THE USE OF
BONDED AND LEVIED FUNDS FOR LIBRARY RENOVATION**

ISSUE/BACKGROUND INFORMATION:

This resolution is necessary because the repairs or replacements that could be completed that were identified in the Public Works report have been completed or cannot be completed without significant additional funds because of the related impact to other systems. As an example, spending to replace air handlers means more spending on new air ducts, which means more spending on asbestos abatement, which means while you have the ceiling open you have to spend to put in a fire suppression sprinkler system, which means, etc. In the meantime, levied and bonded dollars sit unused and there are significant FF&E and facility needs identified in the report and throughout the nine building library system that could be addressed. Because most of the funds were bonded, the repair report was done by Public Works, and the work entailed construction, Public Works was given oversight of the fund where these monies are kept. To move forward, the Library would need access to a portion of the funds in the 425 Library Renovation Fund

ACTION REQUESTED:

Designate the levied funds and a portion of the bonded funds in the 425 Library Renovation Fund to be used to address the significant needs identified in the resolution.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? \$649,605
 - b. If part of a bigger project, what is the total amount of the project? \$_____
 - c. Is it currently budgeted? ☒ Yes ☒ No (No new tax impact. Funds available)
 1. If yes, in which account? 425.050.6182.100
 2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

llh

Committee of the Whole: PRESENTATION RE: HEALTH INSURANCE OPTIONS

No. 9 -- Discussion, Review and Possible Action Regarding Health Insurance

Chad Weininger, Administration Director, presented a handout to the Board outlining 2016 Employee Benefit recommendations. Director Weininger outlined the current recommendation and a proposed recommendation, explaining the modifications to it.

Following discussion, a motion was made by Vice Chairman Lund and seconded by Supervisor Erickson **“to adopt B1 and B2”**.

Following, a motion was made by Supervisor Sieber and seconded by Supervisor De Wane **“to amend option B1/B2 to freeze retiree options and not increase the premium”**. Voice vote taken. Motion failed. Roll call vote requested and taken.

Ayes: Sieber, De Wane, Gruszynski, Zima, Kaye, Robinson, Clancy, Lund

Nayes: Nicholson, Hoyer, Haefs, Erickson, Evans, Buckley, Landwehr, Dantinne, La Violette, Katers, Kaster, Van Dyck, Jamir, Campbell, Moynihan, Blom, Schadewald, Fewell

Total Ayes: 8 Total Nayes: 18

Motion failed.

Following, a voice vote was taken on the original motion by Vice Chairman Lund and seconded by Supervisor Erickson **“to adopt”**. Motion carried with no abstentions.

ATTACHMENTS TO ITEM #9
ON THE FOLLOWING PAGES



AI

2016 Proposed Plan as amended by Executive Committee (in green) and Administration Committee (in red). Board received and placed on file on August 19, 2015

Brown County

2016 Employee Benefit Recommendation
June 2015

2016 Plan Renewal

Benefit	2015 Current Plan	2016 Proposed
Health Plan Deductible (in-network)	\$2,000 Single / \$4,000 Family	\$2,000 Single / \$4,000 Family
Health Reimbursement Account (HRA)	\$1,050 Single / \$ 2,100 Family (Maximum based on personal health assessment - PHA)	\$ 750 Single / \$1,500 Family \$850/Single / \$1,600 Family Roll over not to exceed deductible Dollars used on deductible/copay VEBA eliminated
Wellness Incentive Dollars – Earned into HRA	\$200 Single / \$400 Family	\$200 Single / \$400 Family \$250 Single / \$500 Family Dollars roll over year after year Used within section 125
Coinsurance	Premium Designation Program Tier 1 providers 90% Tier 2 providers 80%	Same as 2015
Pharmacy	20%/25%/35% Generic/Brand/Non-formulary Maximum \$1500/\$3,000	Same as 2015
Max out of Pocket	\$4,000 Single/ \$8,000 Family	Same as 2015
Premium Contribution	12% with PHA \$ 62.32 Single \$165.84 Family 17% without \$ 88.28 Single \$234.96 Family	Tied to outcome of PHA score 12% Gold 15% Silver 18% Bronze 32% Standard 42% Tobacco/Abstain
Personal Health Assessment Voluntary	5% premium differential for participation	See above
Outcome based for HRA funds	<u>Single / Family</u> Gold \$1,050 / \$2,100 Silver \$ 840 / \$1,680 Bronze \$ 630 / \$1,260 Standard \$ 420 / \$ 840 Tobacco \$ 210 / \$ 420 Non Participant \$ 630 / \$1,260	Premium Contribution tied to outcome of PHA score
Dental Plan	Self Funded Plan offering Delta Dental \$0 Deductible \$1,250 annual Plan maximum Dual choice offerings Dental Associates Plan \$0 deductible	Same as 2015

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	\$2,500 plan max Fully insured	
Short Term Disability (excludes Sheriff department)	Carrier - The Standard Elimination Period Accident – 0 days Sick 7 days Family benefit – eliminate 60% wages paid	Carrier - The Standard Elimination Period Accident – 0 days Sick 7 days Family benefit – eliminate 50% wages paid
Long Term Disability	Carrier – The Standard Definition of Disability = Own occupation OR any occupation 66 2/3% to \$5,000 monthly	Same as 2015
Additional Offerings	Voluntary: Vision – Eye Med Accident – UHC Critical Illness - UHC	Voluntary: – Same as 2015 Near Site Clinic – <ul style="list-style-type: none"> • free to all benefit eligible employees • increase to plan \$15 co pay for other retail options See separate attachment
Retiree Options		Increase to retiree rates above active 8.7% each year over the next 5 years

NOTE: red comments are the changes made by the Administrative Committee prior to voting on the recommendations to move forward to Executive Committee.

- Comments in Green are changes voted on at the Executive Committee moving to the Board meeting

Assumptions:

- ✓ Stop loss insurance, based on claims, will increase 5%
- ✓ New fees in 2016 for the Affordable Care Act \$ 122,663
- ✓ Medical Trend at 7.5%
- ✓ Premium savings tied to PHA above already accounted for in 2015 department contributions

The above represents 2016 plan recommendations.

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Brown County

2016 Employee Benefit Recommendation
October 2015

2016 Plan Renewal

Benefit	2015 Current Plan	2016 Proposed
Health Plan Deductible (in-network)	\$2,000 Single /\$4,000 Family	Same as 2015
Health Reimbursement Account (HRA)	\$1,050 Single /\$ 2,100 Family (Maximum based on personal health assessment - PHA)	Same as 2015 Modified: Employees keep current VEBA accounts. HRA dollars build beyond deductible, and are not capped in 2016. Dollars used for deductible/copay
Wellness Incentive Dollars – Earned into HRA	\$200 Single / \$400 Family	Same as 2015 Modified: Wellness dollars in the year earned qualify for sec. 213D expenses. Unused Wellness dollars rolled over to HRA and used for deductible/copay
Coinsurance	Premium Designation Program Tier 1 providers 90% Tier 2 providers 80%	Same as 2015
Pharmacy	20%/25%/35% Generic/Brand/Non-formulary Maximum \$1500/\$3,000	Same as 2015
Max out of Pocket	\$4,000 Single/ \$8,000 Family	Same as 2015
Premium Contribution	12% with PHA \$ 62.32 Single \$165.84 Family 17% without \$ 88.28 Single \$234.96 Family	Same as 2015
Personal Health Assessment Voluntary	5% premium differential for participation	Same as 2015
Outcome based for HRA funds	<u>Single / Family</u> Gold \$1,050 /\$2,100 Silver \$ 840 / \$1,680 Bronze \$ 630 / \$1,260 Standard \$ 420 / \$ 840 Tobacco \$ 210 / \$ 420 Non Participant \$ 630 / \$1,260	
Dental Plan	Self Funded Plan offering Delta Dental \$0 Deductible \$1,250 annual Plan maximum	Same as 2015

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	Dual choice offerings Dental Associates Plan \$0 deductible \$2,500 plan max Fully insured	Same as 2015
Short Term Disability (excludes Sheriff department)	Carrier - The Standard Elimination Period Accident – 0 days Sick – 7 days Family benefit – eliminate 60% wages paid	Carrier - The Standard Same as 2015 50% wages paid
Long Term Disability	Carrier – The Standard Definition of Disability = Own occupation OR any occupation 66 2/3% to \$5,000 monthly	Same as 2015
Additional Offerings	Voluntary: Vision – Eye Med Accident – UHC Critical Illness - UHC	Voluntary: – Same as 2015 Fast Care – <ul style="list-style-type: none"> • free to all benefit eligible employees • increase to plan \$15 co pay for other retail options
Retiree Options		Increase to retiree rates above active 8.7% each year over the next 5 years

Assumptions:

- ✓ Stop loss insurance, based on claims, will increase 5%
- ✓ New fees in 2016 for the Affordable Care Act \$ 122,663
- ✓ Medical Trend at 7.5%
- ✓ Premium savings tied to PHA above already accounted for in 2015 department contributions

The above represents 2016 plan recommendations.

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Employee
Benefits

Brown County Health Insurance Plan Comparison Effective Date: 1/1/2016

Health Carrier		UMH	UMH	UMH
Insurance Type		2014	2015	2016 Proposed
Provider Network				
Deductible	In Network	Single \$2,000	Single \$2,000	Single \$2,000
	Out of Network	Family \$4,000	Family \$4,000	Family \$4,000
Co-Insurance	In Network	80%	80%	80%
	Out of Network	90%	90%	90%
Maximum Out-of-Pocket		Single \$5,000	Single \$5,000	Single \$5,000
Office Visits	In Network	Family \$12,000	Family \$12,000	Family \$12,000
	Out of Network	Family \$12,000	Family \$12,000	Family \$12,000
Inpatient Clinic	In Network	Family \$12,000	Family \$12,000	Family \$12,000
	Out of Network	Family \$12,000	Family \$12,000	Family \$12,000
Emergency/Preventive Care	In Network	Family \$12,000	Family \$12,000	Family \$12,000
	Out of Network	Family \$12,000	Family \$12,000	Family \$12,000
Urgent Care	In Network	Family \$12,000	Family \$12,000	Family \$12,000
	Out of Network	Family \$12,000	Family \$12,000	Family \$12,000
Emergency Room	In Network	Family \$12,000	Family \$12,000	Family \$12,000
	Out of Network	Family \$12,000	Family \$12,000	Family \$12,000
Hospital Services	In Network	Family \$12,000	Family \$12,000	Family \$12,000
	Out of Network	Family \$12,000	Family \$12,000	Family \$12,000
Prescription Drugs	In Network	Family \$12,000	Family \$12,000	Family \$12,000
	Out of Network	Family \$12,000	Family \$12,000	Family \$12,000
Totals		2014 Rates	2015 Rates	2016 Forecast
Employee		\$513.27	\$513.27	\$513.27
Employee/Spouse		\$1.00	\$1.00	\$1.00
Employee/Child(ren)		\$1.00	\$1.00	\$1.00
Family		\$1,382.09	\$1,382.09	\$1,382.09
Monthly Totals		\$1,407,385.32	\$1,407,385.32	\$1,407,385.32
Annual Totals		\$17,488,626.24	\$17,488,626.24	\$17,488,626.24
Annual 10% from Current		* 9.4% Increase without benefit changes		

While every effort is made to ensure the accuracy of the information presented, the information is provided as a guide only. The information is not intended to be used for the determination of benefits. All figures are subject to change without notice. The information is provided for informational purposes only and is not intended to be used for the determination of benefits. All figures are subject to change without notice. The information is provided for informational purposes only and is not intended to be used for the determination of benefits.

Brown County
Health Insurance Plan Comparison
Effective Date: 3/1/2016

Effective Date:

Health Center	Eliminate Doctor Timing/Dispensation Program	IMV	Eliminate Doctor Timing/Dispensation Program	IMV	Eliminate Doctor Timing/Dispensation Program	IMV
Insurance Type	Option A	Option B	Option C	Option D	Option E	Option F
Provider Network						
Out-of-Pocket	Single \$1,000	Family \$4,000	Single \$1,000	Family \$4,000	Single \$1,000	Family \$4,000
Co-Insurance	20% \$2,000	20% \$8,000	20% \$2,000	20% \$8,000	20% \$2,000	20% \$8,000
Maximum Out-of-Pocket	Single \$6,000	Family \$24,000	Single \$6,000	Family \$24,000	Single \$6,000	Family \$24,000
Office Visits	Single \$7,000	Family \$28,000	Single \$7,000	Family \$28,000	Single \$7,000	Family \$28,000
Refill Clinic	Single \$7,000	Family \$28,000	Single \$7,000	Family \$28,000	Single \$7,000	Family \$28,000
Routine/Prescriptive Care	Single \$7,000	Family \$28,000	Single \$7,000	Family \$28,000	Single \$7,000	Family \$28,000
Urgent Care	Single \$7,000	Family \$28,000	Single \$7,000	Family \$28,000	Single \$7,000	Family \$28,000
Emergency Room	Single \$7,000	Family \$28,000	Single \$7,000	Family \$28,000	Single \$7,000	Family \$28,000
Hospital Services	Single \$7,000	Family \$28,000	Single \$7,000	Family \$28,000	Single \$7,000	Family \$28,000
Prescription Drugs	Single \$7,000	Family \$28,000	Single \$7,000	Family \$28,000	Single \$7,000	Family \$28,000
Other	Single \$7,000	Family \$28,000	Single \$7,000	Family \$28,000	Single \$7,000	Family \$28,000
Monthly Totals						
Annual Totals						

The following table shows the estimated annual savings for each insurance type. The savings are based on the assumption that the insurance company will pay the full amount of the claim. The savings are based on the assumption that the insurance company will pay the full amount of the claim.

The following table shows the estimated annual savings for each insurance type. The savings are based on the assumption that the insurance company will pay the full amount of the claim. The savings are based on the assumption that the insurance company will pay the full amount of the claim.

	8.37%	8.20%	1.05%
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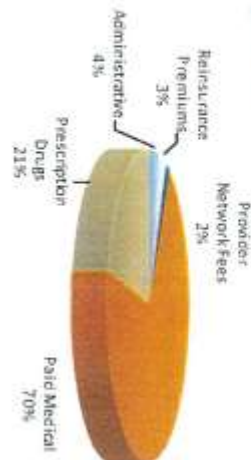
Plans A, B, C do not account for the budget deficit

[illegible]

[illegible]

Brown County
Self Funded

Figure 1.2



Gross Costs of Health Plan

Break-Down Period: 01/01/14 - 12/31/14	
Paid Medical	\$12,343,449
Prescription Drugs	\$3,789,738
Administrative	\$649,687
Reinsurance Premiums	\$572,686
Provider Network Fees	\$281,948

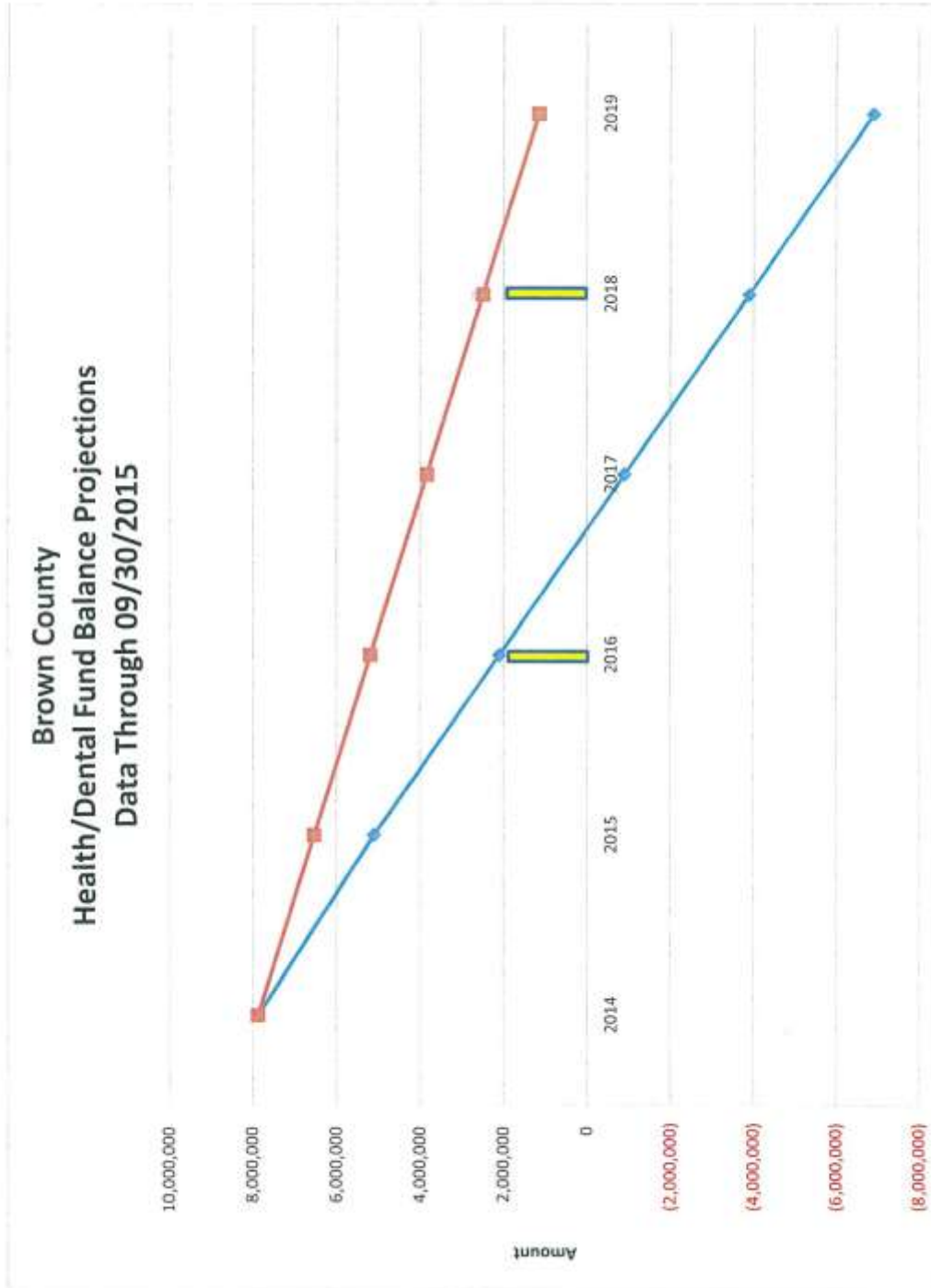
Administrative Fee

*Prevea 360	Prevea only / Dean Health out of Madison	+1.9%
*Arise / WPS	State Wide / About Health	+19.7%

2014 Current Charges	\$27,821,256
UMR Choice Plus Network Overall Discount	44%
Paid Claims	\$12,346,000

* Unable to determine claim impact

E1



X:\Accounting & Finance\Analysis and Reporting\Employee benefits\2015\Health and dental fund analysis 2015

No. 10 -- STANDING COMMITTEE REPORTS.

No. 10a -- REPORT OF ADMINISTRATION COMMITTEE OF SEPTEMBER 24, 2015.

TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The **ADMINISTRATION COMMITTEE** met in regular session on September 24, 2015 and recommends the following:

1. Review minutes of:
 - a. Housing Authority (June 15, 2015). Receive and place on file
2. Communication from Supervisor Erickson re: Review this situation. Eliminate in-house PHA's and use the annual physician physicals to be submitted by September 1st each year. And maybe extend the physical results from your personal doctor to October 1st this year. To approve.
3. Communication from Supervisor Evans re: To place a "Just Cause" standard back into the employee handbook and ordinances in order to provide reassurance to Brown County employees if terminated, there will be a fair and just process followed. "Just Cause" is defined as a progressive discipline process such as a verbal warning, written warning, suspension, and/or termination (or automatic termination if the situation is warranted). To approve and refer to Corporation Counsel.
4. Communication from Supervisor Clancy re: Please send "Benefit's Overview for 2015" to Admin & Executive Committee to review Fond du Lac insurance coverage. Receive and place on file.
5. Communication from Supervisor Moynihan: For your consideration, I believe the County Board of Supervisors should entertain and approve in concept and application, the creation of a Brown County Employee Benefits Advisory Committee consisting of an undetermined amount of County Employees/Department Heads, a Human Resources representative, an M3 representative and a Brown County Board Supervisor. Though the administration annually presents a budget and insurance programs costs therein as it deems fit, it is my belief that employees should at a minimum, have a voice in providing ideas in the formulation of said insurance offerings. To approve.
6. Treasurer - Budget Status Financial Report for June, 2015. Receive and place on file.
7. Treasurer's Report:
 - a. Discussion/Action regarding 2016 LTE (Tax Collection Help) Hourly Rate of Pay in the Treasurer's Office (no Budget Impact). To hold for one month.
8. Child Support - Budget Status Financial Report for August, 2015. *See Item 10.*
9. Child Support - Departmental Openings Summary. *See Item 10.*
10. Child Support - Agency Director Summary for September, 2015. Receive and place on file Items 8, 9 & 10.
11. County Clerk - Budget Status Financial Report for July & August, 2015. Receive and place on file.
12. Corporation Counsel - Budget Status Financial Report for August, 2015. Receive and place on file.
13. Corporation Counsel - Monthly Report for August, 2015. Receive and place on file.
14. Technology Services - Budget Status Financial Report for July, 2015. Receive and place on file.
15. Technology Services - Director's Report. Receive and place on file.
16. Dept. of Admin - Budget Status Financial Report for July, 2015. *See Item 18.*

17. Dept. of Admin - 2015 Budget Adjustment Log. *See Item 18.*
18. Dept. of Admin - Director's Report. Receive and place on file Items 16, 17 & 18.
19. Human Resources - Budget Status Financial Reports for July, 2015. Receive and place on file.
20. Human Resources - Budget Adjustment Request (15-55): Reallocation between two or more departments, regardless of amount. To approve as a one-time reallocation.
21. Human Resources - Departmental Openings Summary. *See Item 22.*
22. Human Resources - Activity Report for August, 2015. Receive and place on file Items 21 & 22.
23. Human Resources - Referral re: To recommend the proposal to the Executive Committee with the changes of increasing the \$750 single deductible to \$850 and the \$1500 family deductible to \$1600 and increasing the proposed wellness dollars of \$200 single to \$250 and \$400 family to \$500. Receive and place on file.
24. Human Resources - Director's Report. Receive and place on file.
25. Audit of bills. To pay the bills.

A motion was made by Supervisor Nicholson and seconded by Supervisor Hoyer **"to adopt"**. Voice vote taken. Motion carried unanimously with no abstentions.

No. 10b -- REPORT OF EDUCATION & RECREATION COMMITTEE OF OCTOBER 8, 2015.

TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The **EDUCATION & RECREATION COMMITTEE** met in regular session on October 8, 2015 and recommends the following:

Note: Strikethrough Items will go before the November 4th County Board agenda.

1. Review Minutes of:
 - a. Library Board (August 20, 2015). Receive and place on file.
 - b. Neville Public Museum Governing Board (August 10 & September 14, 2015). Receive and place on file.
2. Communication from Supervisor Gruszynski re: That the Brown County Board, in collaboration with staff, the Library Board and the community, build a comprehensive plan to update aging library facilities, especially central library, to improve the quality of service, efficiency, space and budget. To send to staff and bring back a draft plan in March, 2016.
3. Museum - Budget Status Financial Report for August, 2015. Receive and place on file.
4. Museum - Open Positions Summary. Receive and place on file.
5. Museum - Director's Report. Receive and place on file.
6. ~~Museum - Review of 2016 department budget.~~
7. Golf Course - Budget Status Financial Report for August, 2015. Receive and place on file.
8. Golf Course - Superintendent's Report. Receive and place on file.
9. ~~Golf Course - Review of 2016 department budget.~~
10. NEW Zoo - Budget Status Financial Report for August, 2015. Receive and place on file.
11. Zoo Director's Report. Receive and place on file.

12. Park Mgmt. - Budget Status Financial Report for August, 2015. Receive and place on file.
13. Park Mgmt. - Field Staff Reports/Attendance Reports. Receive and place on file.
14. Asst. Director's Report. Receive and place on file.
15. ~~NEW Zoo & Park Mgmt. - Review of 2016 department budget.~~
 - a. ~~Discussion re: 2016 Capital Improvement Projects at the Brown County Fairgrounds (infield improvements, permanent track development, connection trail and building improvements).~~
 - b. ~~Discussion re: Suamico Boat Landing area and parking. Referred back for 2016 budget consideration.~~
 - c. ~~Resolution Approving New or Deleted Positions during the 2016 Budget Process - Zoo and Park Management.~~
16. Library - Budget Status Financial Report for August, 2015. Receive and place on file.
17. Library - Discussion and possible action regarding transfer of funds from the 425 Fund to Library Board for the purpose of necessary maintenance. To refer to Planning, Development & Transportation with the recommendation that they approve the expenditures as identified. Motion Carried 4 to 1.
18. Library - Director's Report. Receive and place on file.
19. ~~Library - Review of 2016 department budget.~~
20. Resch Centre/Arena/Shopko Hall - Complex Attendance for August and September, 2015. Receive and place on file.

A motion was made by Supervisor Katers and seconded by Supervisor Campbell **"to adopt"**. Voice vote taken. Motion carried unanimously with no abstentions.

No. 10c -- REPORT OF EXECUTIVE COMMITTEE OF OCTOBER 12, 2015.

TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The **EXECUTIVE COMMITTEE** met in regular session on October 12, 2015 and recommends the following:

1. Airport – Housekeeper - Vacated – 9/11/15. To suspend the rules to take Items 1-13 together.
2. Child Support - Child Support Specialist - Enforcement (x2) – Vacated - 10/9/15; 10/14/15. *See Item 13.*
3. Corporation Counsel – Lead Assistant Corporation Counsel (Child Support) - Vacated – 10/9/15. *See Item 13.*
4. Corporation Counsel – Assistant Corporation Counsel (Child Support) - Vacated – 10/9/15. *See Item 13.*
5. Human Services – Economic Support Specialist (x2) - Vacated – 9/25/15; 10/9/15. *See Item 13.*
6. Human Services (CTC) – Clinical Social Worker – Adult Inpatient Unit – Vacated-9/8/15. *See Item 13.*
7. Human Services (CTC) – Director of Nursing Home - Vacated – 9/28/15. *See Item 13.*
8. Human Services (CTC) – Social Worker/Case Mngr. (Treatment Court)-Vacated– 9/15/15. *See Item 13*
9. Museum – Education Specialist - Vacated – 9/8/15. *See Item 13.*
10. Museum – Technician (Research) - Vacated – 10/13/15. *See Item 13.*

11. Public Works (Facility Maintenance) - Facility Worker (.5 FTE) – Vacated - 9/24/15. See Item 13.
12. Public Works (Highway) – Highway Crew - Vacated – 10/1/15. See Item 13.
13. Zoo & Park Management (Parks) – Park Ranger - 9/30/15. To approve Items 1-13.
14. Public Works (Highway) – Operations Manager - Vacated – 8/3/15. See Item 15.
15. Public Works (Highway) – Superintendent - Vacated – 8/4/15.
 - i. To hold Items 14 & 15 until the December meeting. Motion Failed 6 to 1.
 - ii. To approve Items with the caveat to post the positions but not to hire until after the final determination of all aspects of the grievance was made. Motion Carried 6 to 1.
16. Legal Bills - Review and Possible Action on Legal Bills to be paid. To approve.
- 16a. Discussion, review and possible action regarding health insurance options. To refer Items 16a to the full County Board next week Wednesday.
17. Communication from Supervisor Nicholson re: Requesting the State of WI/Brown Co. to refund the whole amount of the Stadium Tax in a form of a rebate to residents of Brown County. Receive and place on file.
18. Communication from Supervisor Clancy re: Please send “Benefits Overview for 2015” to Admin & Executive Committee to review Fond du Lac insurance coverage. Receive and place on file.
19. Communication from County Board Chairman Moynihan re: For your consideration, I believe the County Board of Supervisors should entertain and approve in concept and application, the creation of a Brown County Employee Benefits Advisory Committee consisting of an undetermined amount of County Employees/Department Heads, a Human Resources representative, an M3 representative and a Brown County Board Supervisor. Though the administration annually presents a budget and insurance program costs therein as it deems fit, it is my belief that employees should at a minimum, have a voice in providing ideas in the formulation of said insurance offerings. To approve the formulation of a Benefits Advisory Committee and to refer to Chairman Moynihan and Corporation Counsel.
- 19a. Communication from Supervisor Sieber and Supervisor Gruszynski re: Changing the titles for any fee charged by the county from “husband and wife” to “spouse”. To refer to the November 4th budget meeting under Education and Recreation portion.
20. County Executive Report. Receive and place on file.
21. Internal Auditor Report.
 - a) Report – Safe Verification Log (NEW Zoo). To adopt the recommendations of the Internal Auditor.
 - b) 2016 Proposed Audit Plan. To approve.
 - c) Budget Status Financial Report for August, 2015. Receive and place on file.
 - d) Monthly Status Update: September 1 – September 30, 2015. Receive and place on file.
22. Human Resources Report. Receive and place on file.
 - a) Summary Report of Personal Health Assessments. *No action taken.*
23. Ordinance Amending Sections 4.93 of Chapter 4 of the Brown County Code Entitled “Grievance Procedure”. To hold until December meeting. See Resolutions, Ordinances October County Board.
24. Resolution to Approve Easement Agreement between McDonald Lumber Company, Inc. and Brown County, Wisconsin for Access Relating to Renard Island. To approve. See Resolutions, Ordinances October County Board.
25. Resolution re: Change in Table of Organization for the Clerk of Courts Clerk/Typist II. To approve. See Resolutions, Ordinances October County Board.

26. Resolution re: Change in Table of Organization for the Human Services Department Social Worker/Case Manager (Children's Long Term Care). To approve. See Resolutions, Ordinances October County Board.
27. Resolution re: Adjustments to the 2015 Classification and Compensation Plan. *See Item 27a.*
 - a) Objections by Department Heads. To refer to a Special Executive Meeting on November 9, 2015 with the stipulation that the ones that were partially approved or denied by lumped in a separate category.
28. Resolution re: The Implementation Plan for the 2015 Classification and Compensation Plan. To approve the resolution with the addition of "E" under "Adjustments to Compensation" to state "No employee's present pay will have current compensation reduced as a result of this implementation plan." See Resolutions, Ordinances October County Board.
29. Treasurer - ACTION - Review and approval or rejection of offers for tax deed properties: (Offers due 10-9-15 to be handed out at meeting):

Interested Municipality = City of Green Bay

 - a. Parcel 14-225 1343 E. Walnut St. Green Bay Lot, Home & Garage
To approve Parcel 14-225, 1343 E. Walnut St. for \$8,699.18.
 - b. Parcel 18-1211 828 Lark St. Green Bay Lot, Home & Garage
To approve Parcel 18-1211 – 828 Lark St. for \$10,444.
 - c. Parcel 6-211-1 1728 Carriage Ct. Green Bay Lot, Home & Garage
To approve Parcel 6-211-1 – 1728 Carriage Ct. for \$20,989.20.

Interested Municipality = Village of Allouez

 - d. Parcel AL-125-7 3245 Riverside Drive Allouez Vacant lot
To approve Parcel AL-125-7 – 3245 Riverside Drive for \$24,139.44.
 - e. Parcel AL-125-8 3241 Riverside Drive Allouez Vacant lot
To approve Parcel AL-125-8 – 3241 Riverside Drive for \$22,628.08.

Interested Municipality = Village of Hobart

 - f. Parcel HB-679-3 4229 N. Pine Tree Road Hobart Lot and Home
To hold until the October 26th meeting.
30. Convene in Closed Session to deliberate and confer with legal counsel in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as EASTMANS ADD LOT 9 BLK 39. Pursuant to Wis. Stats., § 19.85(1), any meeting of a governmental body may be convened in closed session for purposes of: € "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"; and (g) "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved." Enter into closed session.
31. Reconvene into Open Session: Discussion and possible action in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as EASTMANS ADD LOT 9 BLK 39. Return to regular order of business.

A motion was made by Supervisor Sieber and seconded by Supervisor Van Dyck **"to adopt"**.

Supervisor Robinson requested item #19 be taken separately. Supervisor Gruszynski requested item #17 be taken separately. Voice vote taken on remainder of report. Motion carried with no abstentions.

19. Communication from County Board Chairman Moynihan re: For your consideration, I believe the County Board of Supervisors should entertain and approve in concept and application, the creation of a Brown County Employee Benefits Advisory Committee consisting of an undetermined amount of County Employees/Department Heads, a Human Resources representative, an M3 representative and a Brown County Board Supervisor. Though the administration annually presents a budget and insurance program costs therein as it deems fit, it is my belief that employees should at a minimum, have a voice in providing ideas in the formulation of said insurance offerings. To approve the formulation of a Benefits Advisory Committee and to refer to Chairman Moynihan and Corporation Counsel.

A motion was made by Supervisor Robinson and seconded by Supervisor Sieber **“to add a retiree member to the Benefits Advisory Committee”**. Voice vote taken. Motion passed.

17. Communication from Supervisor Nicholson re: Requesting the State of WI/Brown Co. to refund the whole amount of the Stadium Tax in a form of a rebate to residents of Brown County. Receive and place on file.

A motion was made by Supervisor Gruszynski and seconded by Supervisor Nicholson **“That the Brown County Board support Senate Amendment 2, for AB 296 and SB233, which would require the State of WI and Department of Revenue to issue and refund the full amount of the Stadium Tax in a form of a rebate to Brown County residents. The state has set precedent in executing this type of request, when a state tax surplus was rebated directly to taxpayers through the Department of Revenue in 1999. The Brown County Board draft a letter of support for Amendment 2, rejecting AB296/SB233 in its current form, be sent to Assembly Speaker Robin Vos and Assembly coauthors of AB296, Steffen, Macco, Genrich, Jacque, Kitchens and Nygren, and the Governor’s office before the bill reaches the Assembly floor.**

Language for Senate Amendment 2:

At the locations indicated, amend the bill as follows:

- 1. Page 3, line 14: after “distribute”, insert “as a sales tax rebate,”.**
- 2. Page 3, line 15: delete the material beginning with “as follows:” and ending with “purpose” on page 4, line 9, and substitute “to each individual residing in Brown County who, for the taxable year beginning after December 31, 2013, filed a state income tax return or claimed the credit under subch. VIII of ch. 71”.** Roll call vote taken.

Ayes: Sieber, De Wane, Nicholson, Hoyer, Gruszynski, Haefs, Erickson, Zima, Evans, Kaye, Jamir, Robinson, Lund, Fewell

Nayes: Buckley, Landwehr, Dantine, La Violette, Katers, Kaster, Van Dyck, Clancy, Campbell, Moynihan, Blom, Schadewald

Total Ayes: 14 Total Nayes: 12

Motion carried.

No. 10d -- REPORT OF HUMAN SERVICES COMMITTEE OF SEPTEMBER 23, 2015.

TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The **HUMAN SERVICES COMMITTEE** met in regular session on September 23, 2015 and recommends the following:

1. Review Minutes of:
 - a) Aging & Disability Resource Center Board of Directors (July 9, 2015).
 - b) Board of Health (July 28, 2015).
 - c) Children with Disabilities Education Board (February 24, May 7, July 15 & August 25, 2015).
 - d) Veterans' Recognition Subcommittee (August 18, 2015).
 - i. To suspend the rules and take Items 1a, c & d together.
 - ii. To approve Items 1a, c & d.
 - iii. To approve Item 1b.
2. Update on Treatment Court by Judge Zuidmulder. Receive and place on file.
3. Communication from Supervisor Zima re: That the Human Services Director and Brown County Sheriff work together to develop a plan to provide a treatment plan for prisoners who presently make up a third of our jail population. *See Item 5.*
4. Communication from Supervisor Zima re: I am requesting that Brown County review its past and present mental health services and develop a more comprehensive plan to treat both short and long term mental health patients including but not limited to 1) alcohol and drug abuse detox and treatment; and 2) children, adolescent and adult mental health treatment. *See Item #5*
5. Communication from Supervisor Erickson re: That Brown County budget some funding in the 2016 budget to start some services for addicts. This has been overlooked. We provide funding to the Drug Task Force but nothing for those that slip between the cracks. We may even be able to share staff and help between the CTC and the jail. *Items 3, 4 & 5 were taken together at the August meeting: Motion made to accept Supervisor Zima's recommendation to establish a committee to come back to the Human Services Committee with a recommendation as to how to solve this problem.*
 - i. To direct the Human Services Director to come up with a proposal for an alcohol detox facility and/or effort in the 2016 budget.
 - ii. To direct the Human Services Director to work with the task force to come up with a proposal for how to address drug detox in the community.
6. Health Dept. - Budget Adjustment Request (15-52): Any increase in expenses with an offsetting increase in revenue. To approve.
7. Human Services Dept. - Resolution re: Helping families move from homelessness to self-sufficiency. Receive and place on file.
8. Human Services Dept. - Executive Director's Report. Receive and place on file.
9. Human Services Dept. - Resolution re: Change in Table of Organization for the Human Services Department – Social Worker/Case Manager (Children's Long Term Care). To approve. See Resolutions, Ordinances October County Board.
10. Human Services Dept. - Financial Report for Community Treatment Center and Community Programs. To approve.
11. Human Services Dept. - Statistical Reports.
 - a) CTC Staff – Double Shifts Worked.
 - b) Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.

- c) Monthly Inpatient Data – Bellin Psychiatric Center.
- d) Child Protection – Child Abuse/Neglect Report.
- e) Monthly Contract Update. Receive and place on file Items 11 a-e.
- 12. Human Services Dept. - Request for New Non-Continuous Vendor. To approve.
- 13. Human Services Dept. - Request for New Vendor Contract. To approve.
- 14. Such other Matters as Authorized by Law. *No action taken.*
- 15. Audit of bills. To pay the bills.

A motion was made by Supervisor Evans and seconded by Supervisor Hoyer “**to adopt**”.
Voice vote taken. Motion carried unanimously with no abstentions.

**No. 10e -- REPORT OF PLANNING, DEVELOPMENT AND TRANSPORTATION
COMMITTEE OF SEPTEMBER 29, 2015.**

TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS
Ladies and Gentlemen:

The **PLANNING, DEVELOPMENT AND TRANSPORTATION COMMITTEE** met in regular session on September 29, 2015 and recommends the following:

1. Review minutes of:
 - a. Planning Commission Board of Directors (August 5, 2015). Receive and place on file.
2. Communication from Supervisor Gruszynski re: That the Brown County Board, in collaboration with staff, the Library Board and the community, build a comprehensive plan to update aging library facilities, especially central library, to improve the quality of service, efficiency, space and budget. Receive and place on file.
3. Communication from Supervisor Katers re: With County V reconstruction being completed this fall, I believe now is the best time to provide a road and traffic study in order to reduce the speed from 45 mph to 35 mph from County GV to Bower Creek Road. To change the speed limit to 35 mph from Bower Creek Road to Town Hall Road and have staff bring back a resolution to the PD&T Committee in October. Motion Carried 4 to 1.
4. Public Works - Discussion re: CTH ZZ. Receive and place on file.
5. Public Works - Bid Recommendation and Approval for Bid Project #2000: CTC Water Main Check Valve Installation. To approve De Groot, Inc. for \$18,000 for Project 2000 – CTC Water Main Check Valves.
6. Public Works - 2016 Funding Response to Chairman Erickson. Receive and place on file.
7. Public Works - Summary of Operations. Receive and place on file.
8. Public Works - Director's Report. Receive and place on file.
9. Port & Resource Recovery - Resolution to approve Easement Agreement between McDonald Lumber Company, Inc. and Brown County, Wisconsin for access relating to Renard Island.
To approve with the amendments to the resolution to change “Solid Waste” to “Resource Recovery” and amend the submittal form to add “savings” after \$20,000/year. See Resolutions, Ordinances October County Board.
10. Port & Resource Recovery - 2016 Funding Response to Chairman Erickson. Receive and place on file.
11. Port & Resource Recovery - Director's Report.

- a. Outagamie County. Receive and place on file.
12. Planning Commission - Update re: Development of the Brown County Farm property – *standing item*. No action taken.
13. Planning Commission - Budget Status Financial Report for August, 2015. Receive and place on file.
- 13a. Planning Commission - 2016 Funding Response to Chairman Erickson. Receive and place on file.
14. Property Listing - Budget Status Financial Report for August, 2015. *See Item 21.*
15. Zoning - Budget Status Financial Report for August, 2015. *See Item 21.*
16. Airport - Budget Status Financial Report for August, 2015. *See Item 21.*
17. 2016 Funding Response to Chairman Erickson. *See Item 21.*
18. Departmental Openings Summary. *See Item 21.*
19. Register of Deeds - Budget Status Financial Report for August, 2015. *See Item 21.*
20. Register of Deeds - Departmental Openings Summary. *See Item 21.*
21. UW-Extension - Budget Status Financial Report for August, 2015. Receive and place on file Items 14-21.
22. Open Session: Discussion, information and possible action regarding employee contracted parking in the downtown area. Enter into closed session.
23. Closed Session: Notice is hereby given that the governmental body will adjourn into a closed session during the meeting for discussion, information and possible action regarding contracting strategy and negotiations for employee contracted parking in the downtown area. Closed session is authorized pursuant to Wisconsin Statutes Section §19.85 (1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
Return to regular order of business.
24. Reconvene in Open Session: Discussion, information and possible action regarding the employee contracted parking in the downtown area. To proceed as directed by Administration
25. Audit of bills. *Motion failed for lack of motion.*

A motion was made by Supervisor Erickson and seconded by Supervisor Kaster “**to adopt**”. Voice vote taken. Motion carried unanimously with no abstentions.

No. 10f -- REPORT OF LAND CONSERVATION SUBCOMMITTEE OF SEPTEMBER 28, 2015.

TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The **LAND CONSERVATION SUBCOMMITTEE** met in regular session on September 28, 2015 and recommends the following:

1. Budget Status Financial Report for August, 2015. Receive and place on file.
2. Departmental Openings Summary. Receive and place on file.
3. Director’s Report. Receive and place on file.

A motion was made by Supervisor Dantine and seconded by Supervisor Sieber **“to adopt”**. Voice vote taken. Motion carried unanimously with no abstentions.

No. 10g -- REPORT OF PUBLIC SAFETY COMMITTEE OF OCTOBER 7, 2015.

TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The **PUBLIC SAFETY COMMITTEE** met in regular session on October 7, 2015 and recommends the following:

Note: Items 1-5 will go before the November 4th County Board agenda.

6. Review Minutes of:
 - a. Criminal Justice Coordinating Board (July 16, 2015). Receive and place on file.
 - b. Fire Investigation Task Force Board of Directors (June 18, 2015).
 - c. Local Emergency Planning Committee – LEPC (September 8, 2015).
 - d. Traffic Safety Commission (July 16, 2015). Receive and place on file Items 6b, c, & d.
7. Communication from Supervisor Nicholson re: Requesting the State of WI/Brown County to refund the whole amount of the Stadium Tax in a form of a rebate to the residents of Brown County. To send a recommendation to the Executive Committee to recommend to state representatives to refund all money for tax relief in Brown County.
8. Communication from County Board Vice Chairman Lund re: Look to expand the role of the Drug Task Force to investigate human trafficking. Receive and place on file.
9. Communication from Supervisor Zima re: That the Human Services Director and Brown County Sheriff work together to develop a plan to provide a treatment plan for prisoners who presently make up a third of our jail population; *standing item.* Receive and place on file.
10. Communication from Chair Buckley re: Traffic hazard on Hazelwood Lane between Packerland Drive and Wood Lane. To refer to staff.
11. Clerk of Courts - Budget Status Financial Report for August, 2015. Receive and place on file.
12. Clerk of Courts - Resolution Regarding Change in Table of Organization for the Clerk of Courts Clerk/Typist II. To approve. See Resolutions, Ordinances October County Board.
13. Clerk of Courts - Support for Senate Bill 114, resolution to be provided prior to meeting. *August motion: To have Clerk of Courts John Vander Leest bring back a resolution in support of Senate Bill 114 at the September meeting.* To hold for one month.
14. Sheriff - Budget Status Financial Report for August, 2015. Receive and place on file.
15. Sheriff - Resolution for the Creation of a Crime Prevention Funding Board. To approve. See Resolutions, Ordinances October County Board.
16. Public Safety Communications - Budget Status Financial Report for August 31, 2015 - Unaudited. Receive and place on file.
17. Public Safety Communications - Radio Service Interruption. Receive and place on file.
18. Emergency Management - Budget Status Financial Report for August 31, 2015 - Unaudited. Receive and place on file.
19. Medical Examiner - Budget Status Financial Report for August, 2015. Receive and place on file.
20. Medical Examiner - 2015 Medical Examiner Activity Spreadsheet. Receive and place on file.

21. Circuit Court, Commissioners, Probate - Budget Status Financial Report for August, 2015. Receive and place on file.
22. Open Session: Discussion and possible action regarding Medical Examiner Services. Enter into closed session.
23. Closed Session: Notice is hereby given that the governmental body will adjourn into a closed session during the meeting for discussion and possible action as to contract strategies for the negotiation and bargaining of Medical Examiner Services pursuant to Wisconsin Statutes Section §19.85 (1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Return to regular order of business.
24. Reconvene in Open Session: Discussion and possible action regarding Medical Examiner Services, with possible contract negotiations and bargaining determinations. No action taken.
25. Audit of bills. To pay the bills.

A motion was made by Supervisor Buckley and seconded by Supervisor De Wane **“to adopt”**. Voice vote taken. Motion carried unanimously with no abstentions.

11. Resolutions, Ordinances:

Budget Adjustments Requiring County Board Approval

11a. -- RESOLUTION APPROVING BUDGET ADJUSTMENTS TO VARIOUS DEPARTMENT BUDGETS.

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, within the past 30 days departments have submitted the following adjustments to their departmental budgets that, per Wisconsin State Statutes, require approval by a 2/3 vote of the full County Board:

15-52 Health WWWP Grant – The Wisconsin Well Woman Program (WWWP) new Multi-Jurisdictional Area (MJA) contract has received transitional funding dollars for the period April 1, 2015 to June 30, 2015. This transitional funding will be used for administrative activities related to transitioning from serving one county to serving a larger geographic jurisdiction made up of multiple counties. (\$4,473)

Ebola Preparedness Grant – The CDC is providing supplemental funding to support accelerated state and local public health preparedness planning and operational readiness for responding to Ebola for the period April 1, 2015 to Sept 30, 2016. (\$41,983).

Mass Care Preparedness Grant – This stipend was offered by Wisconsin Division of Public Health to enhance public health’s ability to fulfill emergency mass care responsibilities. Medical equipment and supplies will be purchased for use by department employees assisting at shelters and Family Assistance Centers for the period July 1, 2014 to June 30, 2015. (\$1,000)
Amount: \$47,456

15-55 With the hiring of the safety coordinator, there is a need to purchase equipment and safety
H.R. equipment to help reduce workman's compensation claims. There was no operational budget
set aside in the Workman's compensation Supplies fund as there was nobody filling the position.
Purchases will consist of items costing less than \$1,000 where departments cannot afford them.
We will also look at purchasing training materials to enhance work place safety.

Amount: \$20,000

and,

WHEREAS, these budget adjustments are necessary to ensure activities are
appropriated and accounted for properly.

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors
hereby approves the above listed budget adjustments.

Respectfully submitted,

ADMINISTRATION COMMITTEE
HUMAN SERVICES COMMITTEE

Approved by: /s/ Troy Streckenbach Dated: 10/26/2015

Authored by Administration
Approved as to form by Corporation Counsel.

Fiscal Note: The fiscal impact is as described in each individual budget adjustment listed above.

A motion was made by Supervisor Fewell and seconded by Supervisor Schadewald **"to adopt"**.
Voice vote taken. Motion carried unanimously with no abstentions.

ATTACHMENTS TO RESOLUTION 11A
ON THE FOLLOWING PAGES.

BUDGET ADJUSTMENT REQUEST

15-52

Category

Approval Level

- | | | |
|---------------------------------------|--|---|
| <input type="checkbox"/> 1 | Reallocation from one account to another in the same level of appropriation | Dept Head |
| <input type="checkbox"/> 2 | Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> Reallocation to another account strictly for tracking or accounting purposes Allocation of budgeted prior year grant not completed in the prior year | Director of Admin |
| <input type="checkbox"/> 3 | Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation | County Exec |
| <input type="checkbox"/> 4 | Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.) | County Exec |
| <input type="checkbox"/> 5 a) | Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts) | Admin Committee |
| <input type="checkbox"/> 5 b) | Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation. | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 6 | Reallocation between two or more departments, regardless of amount | Oversight Comm
2/3 County Board |
| <input checked="" type="checkbox"/> 7 | Any increase in expenses with an offsetting increase in revenue | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 8 | Any allocation from a department's fund balance | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 9 | Any allocation from the County's General Fund | Oversight Comm
Admin Committee
2/3 County Board |

Justification for Budget Change:

WWWP GRANT – The Wisconsin Well Woman Program (WWWP) new Multi-Jurisdictional Area (MJA) contract has received transitional funding dollars for the period April 1, 2015 to June 30, 2015. This transitional funding will be used for administrative activities related to transitioning from serving one county to serving a larger geographic jurisdiction made up of multiple counties.
Budget Adj Request Amount: \$4,473

EBOLA PREPAREDNESS GRANT – The CDC is providing supplemental funding to support accelerated state and local public health preparedness planning and operational readiness for responding to Ebola for the period April 1, 2015 to September 30, 2016.
Budget Adj Request Amount: \$41,983

MASS CARE PREPAREDNESS GRANT - This stipend was offered by Wisconsin Division of Public Health to enhance public health's ability to fulfill emergency mass care responsibilities. Medical equipment and supplies will be purchased for use by department employees assisting at shelters and Family Assistance Centers for the period July 1, 2014 to June 30, 2015.
Budget Adj Request Amount: \$1,000

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.060.300.5395	CARS Equipment – Non Outlay	\$ 8,793
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.060.300.5100	CARS Regular Earnings	\$ 1,715
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.060.300.5305	CARS Dues Membership	\$ 160
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.060.300.5340	CARS Training	\$ 100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.060.300.5300.001	CARS Supplies Office	\$ 3,675
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.060.300.6110.020	CARS Outlay Equipment \$5000+	\$32,013
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.060.300.4302	CARS State Grant and aid revenue	\$47,456

AUTHORIZATIONS

Chua Xiong
Signature of Department Head
Department: Health Department
Date: 7-2-15

Signature of County Executive
Date: 7/28/15

Revised 4/1/14

11a

BUDGET ADJUSTMENT REQUEST

15-55

Category

Approval Level

- | | |
|---|---|
| <input type="checkbox"/> 1 Reallocation from one account to another in the same level of appropriation | Dept Head |
| <input type="checkbox"/> 2 Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> • Reallocation to another account strictly for tracking or accounting purposes • Allocation of budgeted prior year grant not completed in the prior year | Director of Admin |
| <input type="checkbox"/> 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation | County Exec |
| <input type="checkbox"/> 4 Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.) | County Exec |
| <input type="checkbox"/> 5 a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts) | Admin Committee |
| <input type="checkbox"/> 5 b) Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation. | Oversight Comm
2/3 County Board |
| <input checked="" type="checkbox"/> 6 Reallocation between two or more departments, regardless of amount | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 7 Any increase in expenses with an offsetting increase in revenue | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 8 Any allocation from a department's fund balance | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 9 Any allocation from the County's General Fund | Oversight Comm
Admin Committee
2/3 County Board |

Justification for Budget Change:

With the hiring of the safety coordinator, there is a need to purchase equipment and safety equipment to help reduce workman's compensation claims. There was no operational budget set aside in the Workman's Compensation Supplies Fund, as there was nobody filling the position. Purchases will consist of items costing less than \$1,000, where departments cannot afford them. We will also look at purchasing training materials to enhance work place safety.

Amount: \$20,000

total \$20,000

Increase	Decrease	Account #	Account Title	Amount
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.064.001.5109	Salaries Reimbursement	\$20,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	752.064.036.5300	Supplies	\$20,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.064.001.519	Transfer Out - Human Resources	\$20,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	752.064.036.9002	Transfer In - Workman's Comp	\$20,000


 Signature of Department Head
 Department: Human Resources
 Date: 11 Aug 2015

AUTHORIZATIONS


 Signature of BOA or Executive
 Date: 8/25/15

8/28/15

Revised 4/1/14

11a

Executive Committee

No. 11b --

ORDINANCE RE: AMENDING SECTIONS 4.93 OF CHAPTER 4 OF THE BROWN COUNTY CODE ENTITLED "GRIEVANCE PROCEDURE"

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Sections 4.93 of Chapter 4 of the Brown County Code regarding the Grievance Procedure is amended to include a Just Cause Standard of review as follows:

4.93 THE POWERS AND RESPONSE OF THE IMPARTIAL HEARING OFFICER.

Written Decision: After reviewing the evidence and closing the hearing, the Impartial Hearing Officer shall issue a written recommendation. The Impartial Hearing Officer may request oral or written arguments and replies. The recommendation shall contain findings of fact, analysis and a recommendation. The Impartial Hearing Officer must answer the following question: Based on the preponderance of the evidence presented, has the Grievant proven the decision of the Administration was ~~arbitrary or capricious?~~ **with just cause, which is defined as follows: progressive discipline process such as a verbal warning and/or written warning, suspension and/or termination, or automatic suspension or termination if the situation is warranted.**

Section 2 - This ordinance shall become effective upon passage and publication.

Respectfully submitted,

EXECUTIVE COMMITTEE

Drafted by Corporation Counsel

Final Draft Approved by Corporation Counsel

Fiscal Impact: This resolution does not have a fiscal impact; therefore it does not require an appropriation from the General Fund.

A motion was made by Supervisor Van Dyck and seconded by Supervisor Buckley **"to hold and return to Executive Committee"**. Voice vote taken. Motion carried unanimously with no abstentions.

ATTACHMENT TO ORDINANCE #11B
ON THE FOLLOWING PAGE

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



WARREN P. KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 09/25/2015
REQUEST TO: Executive Committee
MEETING DATE: 10/12/15
REQUEST FROM: Executive Committee

REQUEST TYPE: ☐ New resolution ☐ Revision to resolution
☐ New ordinance ☒ Revision to ordinance

TITLE: AN ORDINANCE AMENDING SECTIONS 4.93 OF CHAPTER 4 OF THE BROWN COUNTY CODE ENTITLED "GRIEVANCE PROCEDURE".

ISSUE/BACKGROUND INFORMATION: Ordinance to place a just cause standard into the employee grievance process.

ACTION REQUESTED:

It is requested that the County Board approve the Ordinance to place a just cause standard into the employee grievance process..

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☐ No
 - a. If yes, what is the amount of the impact? _____
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☒ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

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No. 11c --

**RESOLUTION RE: ADJUSTMENTS TO THE 2015 CLASSIFICATION
AND COMPENSATION PLAN**

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, on April 15, 2015, the Brown County Board of Supervisors adopted a resolution approving the 2015 Classification and Compensation Plan for employees not covered by union contracts; and,

WHEREAS, the Plan is intended to completely replace the multiple compensation scales and varied step plans created by prior labor agreements and department-specific practices; and,

WHEREAS, the purpose of the Compensation Plan is to ensure uniformity of compensation that is administered according to fair and equitable principles; and,

WHEREAS, the Human Resources Department, in conjunction with the Department Directors, reviewed position descriptions and placement in appropriate job specifications and pay grade; and

WHEREAS, formal recommendations for individual adjustments were forwarded to the Executive Committee for review and recommendation to the Board of Supervisors for final approval and implementation, effective January 1, 2016; and,

WHEREAS, during this same time frame, the Implementation Plan was developed, reviewed by the Executive Committee and the Board of Supervisors for final approval and implementation, effective January 1, 2016.

NOW, THEREFORE, BE IT RESOLVED that the attached adjustments to the 2015 Classification and Compensation Plan are approved, effective January 1, 2016.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By: /s/ Troy Streckenbach Date: 10/26/2015

Authored by Human Resources
Approved as to form by Corporation Counsel

Fiscal Note: This resolution does not have a fiscal impact and therefore does not require an appropriation from the General Fund.

A motion was made by Supervisor La Violette and seconded by Supervisor Hoyer **“to adopt”**.

Following, a motion was made by Supervisor Sieber and seconded by Supervisor De Wane **“to refer item #12, Treasurer back to Executive Committee and Human Resources for**

clarification of pay grade". Voice vote taken. Motion carried unanimously with no abstentions.

Following discussion, a motion was made by Supervisor Zima and seconded by Supervisor Evans **"to send resolution back to Executive Committee for fiscal impact"**. Roll call vote taken.

Roll Call Vote #1:

Ayes: De Wane, Nicholson, Hoyer, Haefs, Zima, Evans, Kaye, Dantine, Katers, Kaster, Clancy, Campbell, Lund, Fewell

Nayes: Sieber, Gruszynski, Erickson, Buckley, Landwehr, La Violette, Van Dyck, Jamir, Robinson, Moynihan, Blom, Schadewald

Total Ayes: 14 Total Nayes: 12

Motion carried.

Following, Supervisor Fewell stated his vote was incorrectly recorded as an "Aye" and he requested reconsideration of his vote. A motion was made by Vice Chairman Lund and seconded by Supervisor Buckley **"to reconsider Supervisor Fewell's vote"**. Voice vote taken. Motion carried.

Following, Supervisor Fewell made a motion seconded by Supervisor Buckley **"to send resolution back to Executive Committee for fiscal impact"**.

Roll Call Vote #2:

Ayes: De Wane, Nicholson, Haefs, Erickson, Zima, Evans, Kaye, Kaster, Campbell, Lund

Nayes: Sieber, Hoyer, Gruszynski, Buckley, Landwehr, Dantine, La Violette, Katers, Van Dyck, Jamir, Robinson, Clancy, Moynihan, Blom, Schadewald, Fewell

Total Ayes: 10 Total Nayes: 16

Motion failed.

Following, Supervisor Buckley made a motion seconded by Supervisor Gruszynski **"to adopt"**. Roll call vote taken.

Roll Call Vote #3:

Ayes: Sieber, De Wane, Hoyer, Gruszynski, Haefs, Erickson, Kaye, Buckley, Landwehr, Dantine, La Violette, Katers, Kaster, Van Dyck, Jamir, Robinson, Clancy, Campbell, Moynihan, Blom, Schadewald, Lund, Fewell

Nayes: Nicholson, Zima, Evans

Total Ayes: 23 Total Nayes: 3

Motion carried.

Following the final vote, Supervisor La Violette was excused for the evening.

ATTACHMENTS TO RESOLUTION #11C
ON THE FOLLOWING PAGES

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



WARREN P. KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 10/02/15
REQUEST TO: Executive Committee
MEETING DATE: 10/12/15
REQUEST FROM: Warren Kraft
Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Adjustments to the 2015 Classification and Compensation Plan

ISSUE/BACKGROUND INFORMATION:

On April 15, 2015, the Brown County Board of Supervisors adopted a resolution approving the 2015 Classification and Compensation Plan for employees not covered by union contracts. The Human Resources department, in conjunction with Department Directors, reviewed position descriptions and placement in the appropriate job specification and pay grade resulting in recommendations for individual adjustments to the 2015 Classification and Compensation Plan.

ACTION REQUESTED:

Approval of adjustments to the 2015 Classification and Compensation Plan effective January 1, 2016.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
 - a. If yes, what is the amount of the impact? \$ _____
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

11c

Recommended For Approval

Class and Comp. Reclassification Requests					
Department	Position	Current Classification	Proposed/Requested Classification	HR Approve/Deny	Reason
1 Administration	Risk Manager	Risk Specialist (9)	change grade up	Approve	No additional data was attached to the justification. When reviewing the Risk Specialist market analysis the data places this class spec in grade 6 and not grade 9 as the classification salary range currently lists. Human Resources would recommend this class spec be moved.
2 Airport	Assistant Airport Director	Operations Manager (8)	Create new Assistant Airport Director (6)	Approve	Position is vacant. Comparisons presented are Outagamie & Dane Co. Would accept aviation management or public administration degrees. Position is currently classified with Hwy Fleet Superintendent. Recommending placement with Highway Operations Mgr due to similarities in responsibility/duties. Director desires to hire an Asst. Director who can assume Director role in his absence. Airport is an Enterprise Fund-no tax dollars.
3 Circuit Courts	Chief Deputy Register in Probate	Legal Assistant (14)	Chief Deputy (12)	Approve to paralegal (13)	Although Chief Deputy Register in Probate does cover the office in the absence of the Register in Probate by statute this position cannot fill in for all job duties. Placing this position in the same classification as other Chief Deputies is not accurate as Chief Deputy positions in Treasurer, County Clerk, Register of Deeds are appointed and are able to cover the all elected officials duties in their absence. Register in Probate is the appointed position by the Courts and has those duties not the Chief Deputy. Would recommend moving to Paralegal class spec grade 13.
4 Child Support	Account Technician	Administrative Assistant II (14)	Account Clerk (16)	Approve	Duties for this position fall in line with the account clerk class spec.
5 Child Support	Intake Specialist	Administrative Assistant II (14)	Administrative Assistant I (17)	Approve	The intake specialist falls in line with the Child Support Clerks whom were placed in Admin Asst I class spec, and after review of the position description it would be recommend that this position be placed in the same class spec.
6 Conservation	Asst. County Conservationist	Conservation Specialist (Lead) (12)	Operations Supervisor (11)	Approve	Review of the position description along with the class spec for operations supervisor determined that they are closely aligned and many of the specific duties are outlined in the class spec. It is the recommendation of Human Resources to change the placement to an operations supervisor.
7 Health Department	Environmental & Lab Manager	Environmental Health & Lab Supervisor (8)	Move to grade 7	Approve	This class spec was not sent to the external market and after review of the internal equity Human Resources determined this position falls in line with the Public Health Supervisor class spec which did go to market and was placed in grade 7. It would be recommended that this class spec be moved to grade 7.
8 Port and Resource Recovery	Business Development Manager	Business Development Analyst (10)	higher grade	Approve	The department had requested to move the class spec as this position is the only one in this classification. After review of the internal equity due to this classification not going to market it is the recommendation of Human Resources to move this to grade 9.

11c

9	Sheriff	Account Clerk II	Account Clerk (16)	Administrative Assistant II (14)	Approve	After reviewing the job description and the class spec Human Resources would recommend this position be classified as an Administrative Assistant II. The position has become more complex and it now is more than an account clerk position. Human Resources would also recommend a title change for the position due to the change in duties.
10	Sheriff	OTF Secretary	Administrative Assistant I (17)	Administrative Assistant II (14)	Approve	After review of the justification form and the class specs it would be recommended by Human Resources that it be reclassified as an Administrative Assistant II. The position has evolved to be more complex and many of the duties performed by this position in other counties is done by a sworn officer.
11	Sheriff	Comp Forensic Crime Analyst	No Placement	Programmer (12)	Approve	The Sheriff's Department Computer Forensic Crime Analyst positions were not placed in the Classification Salary Range Study. After review of the job description Human Resources recommends placing the position in the programmer classification grade 12.
12	Treasurer	Account Clerk II	Administrative Assistant I (17)	Account Clerk (16) (went to market)	Approve	Due to the complexity of work performed and similarity of duties to the other Account Clerk within the department, recommended that this position is moved to pay grade 14 as an Account Clerk.
13	Planning & Land Services	Sanitary Inspector	Planner (11)	Resource Recovery Specialist (12)	Approve	Recommend that the Sanitary Inspector classification move down to the Resource Recovery Specialist in pay grade 12. It falls more in line with a specialist role and matches well within the Resource Recovery Specialist spec. The planner classification is too different from the duties within this title to fall within a Planner spec.
14	Planning & Land Services	Real Property Lister	Senior Planner (9)	Principal Planner (7) or a new reclass that was not a part of original study	Approve	Move to Principal Planner in pay grade 7. Compared position to class spec and found that the Senior Planner spec was not appropriate due to the complexity of the duties. Furthermore, the day to day job duties matched the class spec of a Principal Planner.
15	Treasurer	Financial Specialist	Financial Analyst (10)	Administrative Assistant II (14)	Approve	The Administrative Assistant II classification is better for the current Financial Specialist position. When the Chief Deputy was hired within the department, the incumbent took many of the duties the Financial Specialist had at that time. Because of this transfer in duties, the new classification of an Administrative Assistant II will better reflect the current duties of the Financial Specialist.
16	Administration	Buyer	Operations Assistant (15)	change grade to 13	Approve to Department Assistant (14)	After review of the job description, class spec, and justification form it is the recommendation of the Human Resources Department to change this position to fall under the Department Assistant class spec. Review of the Administrative Assistant II class spec was completed and HR would not agree that this position would be categorized as such. There are also no classifications in grade 13 that would match.
18	Planning & Land Services	GIS Technician	GIS & Database Analyst (13)	PG 11	Approve to grade 12 only	Recommend that the GIS & Database Analyst move from pay grade 13 to pay grade 12 based upon internal equity study. The GIS & Database Analyst, in comparison to similar classifications in the internal equity, was placed too low therefore moving the entire class spec to pay grade 12 would be more appropriate.

11c

19	Human Services- (Behavioral) Health	Behavioral Health Supervisor	Human Services Supervisors (9)	PG 7	Approve to grade 8 only	Position sent to market for analysis. Justification states that the licensures and credentials necessary, in addition to the internal equity issue of supervising positions in the same pay grade level, motivate their request to reclass. Human Resources would recommend creating a new class spec titled Clinical Services Supervisor and placing in grade 8
20	Human Services	Economic Support Services Admin	Economic Support Services Coordinator (9)	PG 6	Approve to move to grade 8	It is recommended that this position be classified as a Human Services Manager in grade 8. Human Resources would recommend then deleting out the Economic Services Support Coordinator class spec as this was the only position in that classification. Department requests title change to Economic Support Services Manager
21	Airport	Airport Administrative Manager	Department Assistant (14)	Operations Manager (8)	Approve to move to PG 11 Operations Supervisor	Approve move to PG 11 Operations Supervisor. No change in education, however they note that the ranking of Dept Asst (PG 14) has high school or GED vs. Bachelor's degree. They wish to change the experience requirement from 3 to 5 years. Position supervises 2 people. Functions as an Office Manager II or Administrative Supervisor. Airport is an Enterprise Fund-no tax dollars.
22	Human Services	Office Manager II	Operations Assistant (15)	PG 10, 11 or 12	Approve to move to PG 14 Department Assistant.	In Dec 2014, position was reclassified from Admin Sec to Office Mgr II by adding some supervisory responsibilities & combining 2 positions. Supervises small clerical unit, provides confidential admin support to Director & Asst Director.
23	Human Services	Contracts and Provider Relations Manager	Operations Assistant (15)	No Specific request listed	Approve to move to PG 14.	No change to education, experience leadership experience since PDQ/evaluation. This is the only position like this. No comparables. Reclass placed the position to Pay Grade 15, HR recommends moving position to Admin Asst II grade 14 based on duties.
24	Human Services	Social Services Aide III (Day Care Coordinator)	Administrative Assistant II (14)	Administrative Assistant I (17)	Approve.	Approve. Move position down from PG 14 to pay grade 17 for consistency across all positions due to similar duties, skills, experience and education.

11c

For Informational Purposes, Recommended For Denial

Class and Comp Reclassification Requests

Department	Position	Current Classification	Proposed/Requested Classification	HR Approve/Deny	Reason
1 Administration	Administrative Clerk	Administrative Assistant I (17)	No Specific request listed	Deny	Updated position description duties fall within the Administrative Assistant I class spec. Justification included a wage comparable to a corporate training, no job description was attached and Human Resources would not agree with the two being comparable. Recommendation is to keep the classification as the study has.
2 Administration	Accountant Supervisor	Senior Financial Analyst (9)	Financial Supervisor (7)	Deny	Human Resources has reviewed the class spec for Senior Financial Analyst and Financial Supervisor along with the position description and the Senior Financial Analyst is the correct spec. The spec does list that they plan, assign, review and evaluate work of support and other department personnel. This position reports to the Finance Manager which was placed in the Financial Supervisor class spec. It would not be recommended that this be placed in the same as the Finance Manager.
3 Administration	Accountant II	Financial Analyst (10)	Senior Financial Analyst (9)	Deny	Review of the updated job description to the class spec of both the Financial Analyst and Senior Financial Analyst determined this position falls in line with the Financial Analyst class spec. Human Resources would recommend this position remain classified as such. No additional comparable data was provided with justification from department.
4 Administration	Finance Supervisor	Senior Financial Analyst (9)	Financial Supervisor (7)	Deny	Human Resources has reviewed the class spec for Senior Financial Analyst and Financial Supervisor along with the position description and the Senior Financial Analyst is the correct spec. The spec does list that they plan, assign, review and evaluate work of support and other department personnel. This position reports to the Finance Manager which was placed in the Financial Supervisor class spec. It would not be recommended that this be placed in the same as the Finance Manager.
5 Administration	Accountant	Financial Analyst (10)	Senior Financial Analyst (9)	Deny	Review of the updated job description to the class spec of both the Financial Analyst and Senior Financial Analyst determined this position falls in line with the financial analyst class spec. Human Resources would recommend this position remain classified as such.
6 Administration	Admin/Communications Coordinator	Administrative Assistant II (14)	change to classification in PG 13	Deny	Human Resources has reviewed the class spec, position descriptions and the justification form and based on that information it is the recommendation that this position remain in the Administrative Assistant II class spec.
7 Administration	Account Clerk I	Account Clerk (16)	Administrative Assistant II (14) or Operations Assistant (15)	Deny	Review of the position description along with the class spec for account clerk determined that they are closely aligned and many of the specific duties are outlined in the class spec. It is the recommendation of Human Resources to leave the classification as Account Clerk. Updated job description was attached to justification and title change was requested.
8 Administration	Bookkeeper	Account Clerk (16)	Administrative Assistant II (14) or Operations Assistant (15)	Deny	Review of the position description along with the class spec for account clerk determined that they are closely aligned and many of the specific duties are outlined in the class spec. It is the recommendation of Human Resources to leave the classification as Account Clerk. Updated job description was attached to justification and title change was requested.

11c

9	Administration	Accounts Supervisor	Financial Analyst (10)	Senior Financial Analyst (9)	Deny	No updated job description was provided and justification did not have additional data. Human Resources reviewed the PQI that was provided for this position along with the Financial Analyst class spec and this position would fall within the scope. Recommendation is to leave it as a Financial Analyst class spec.
10	Administration	Senior Accountant	Senior Financial Analyst (9)	Financial Supervisor (7)	Deny	Human Resources has reviewed the job description and the class spec for the Senior Financial Analyst and would recommend that positions remain classified as Senior Financial Analyst and not Financial Supervisor.
11	Airport	Financial Specialist	Administrative Assistant II (14)	Financial Analyst (10)	Deny	Properly placed. Position previously in Courthouse contract. Slight change in education and experience. Compares duties to that of Treasurer's Financial Specialist.
12	Clerk of Courts	Accounting Technician	Account Clerk (16)	Administrative Assistant II (14)	Deny	Majority of time spent in the office doing the required day to day job duties are in line with the Account Clerk class spec (more than 50%). There are no changes recommended for this request.
13	Health Department	Clerk/Typist III	Administrative Assistant I (17)	Administrative Assistant II (14)	Deny	More than 50% of the Clerk/Typist III day to day job duties matched the Administrative Assistant I class spec. Not enough information was given to counter the strong evidence supporting the Administrative Assistant I placement.
14	Planning & Land Services	Property Analyst	Property Listing Specialist (13)	Engineering Technician (12)	Deny	Classification was properly placed. Plenty of room for growth financially and did not see enough justification to make a change. When comparing the updated position description to Property Listing Specialist spec, Human Resources found that the position does more than 50% of the duties listed in the classification.
15	Port and Resource Recovery	Account Clerk I	Account Clerk (16)	Financial Analyst (10)	Deny	Based on the job description and the justification provided HR recommends this position continue to be classified as Account Clerk. Although the job does include accounting and budgeting it is not to the level of the Financial Analyst.
16	Port and Resource Recovery	Clerk Typist II	Administrative Assistant I (17)	Administrative Assistant II (14)	Deny	Based on the job description and the justification provided HR recommends this position continue to be classified as Administrative Assistant I. The duties specified in the justification form fall within the scope of the current class spec.
17	Public Works	Assistant Superintendent Hwy	Hwy Operations Superintendent (9)	change grade to 8	Deny	Due to this class spec not being sent to market for review, a review of the internal equity analysis for this class spec was completed. With the market rate showing a grade 9 placement for those similar based on the internal equity it is the recommendation that the Highway Operations Superintendent stay in grade 9. No additional comparable data was provided with justification from department.
18	Public Works	Business Manager	Senior Financial Analyst (9)	Financial Supervisor (7)	Deny	Although this position does supervise 4 other positions those are not financial related positions such as other accountants as the class spec notes. This position is closely related to Senior Accountants which were also placed in the Senior Financial class spec. HR recommends this remain in the current classification. No additional comparable data was provided with justification from department.

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19	Public Works	Engineering Manager	Engineering Services Manager (5)	change grade to 4	Deny	Due to this class spec not being sent to market for review, a review of the internal equity analysis for this class spec was completed. Others that scored out the same were sent to market for analysis which provided results with grade 5 placements. With the market rate showing a grade 5 placement for other same scoring it is the recommendation that the Engineering Services Manager stay in grade 5. Salary data was provided to HR but were from larger population counties: Milwaukee, Dane, and Waukesha, that data represents the positions are paid at what our Director range is.
20	Public Works	Engineering Technician II	Engineering Technician (12)	Want to create new spec of Senior Engineering Technician	Deny	The Engineering Technician class spec is not all-inclusive and therefore is made to encompass a range of technical and educational experience. Human Resources would not recommend creating a new class spec. No additional comparable data was provided with justification from department.
21	Public Works	Hwy Crew Blacksmith	Mechanic (13)	create new class Mechanic II	Deny	Justification only states more skills are required for job and no additional comparable data was provided with justification from department. Human resources does not recommend creating a new class spec and would recommend this position stay in the mechanic class spec.
22	Public Works	Hwy Crew Chief Mechanic	Mechanic (13)	create new class Mechanic II	Deny	Justification only states title should be changed and supervisory duties are added and no additional comparable data was provided with justification from department. This position is paid \$1.00/hr more than the mechanics as the chief. The range allows for such difference. Human Resources would not recommend creating a new class spec at an above grade from the mechanics to place this position in. It is recommended the class spec remain the same.
23	Public Works	Operations Manager	Hwy Operations Manager (6)	change to grade 5	Deny	Due to this class spec not being sent to market for review a review of the internal equity analysis for this class spec was completed. Others that scored out the same were sent to market for analysis which provided results with grade 6 placements. With the market rate showing a grade 6 placement for other same scoring it is the recommendation that the Highway Operations Manager stay in grade 6. No additional comparable data was provided with justification from department.
24	Public Works	Public Works Director	Director, Public Works (3)	change to grade 2	Deny	The Director of Public Works class spec was sent to market for review. Results indicate annual weighted salary of \$98,717 which is within the grade 3 pay range. Due to this analysis already done by the market survey Human Resources recommends this stay in pay grade 3. Also no additional comparable data was provided with justification from department.
25	Public Works	Senior Civil Engineer	Senior Civil Engineer (7)	change to grade 6	Deny	The Senior Civil Engineer class spec was sent to market for review. Results indicate annual weighted salary of \$69,514 which is within the grade 7 pay range. Due to this analysis already done by the market survey Human Resources recommends this stay in pay grade 7. Also no additional comparable data was provided with justification from department.

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26	Public Works	Stockroom Coordinator	Operations Assistant (15)	Purchasing Specialist (10)	Deny	After review of the Purchasing Specialist classification and the Operations Assistant it is Human Resources recommendation to leave the Stockroom Coordinator in the Operations Assistant classification. The Purchasing Specialist classification is more complex in the contract and purchasing agreements administration and overall County procurement processes, therefore this classification would not fit the Stockroom Coordinator. Also no additional comparable data was provided with justification from department.
27	Public Works	Facility Manager	Planner (11)	Senior Planner (9)	Deny	Justification only states position has a lot more supervisory and financial responsibility and should be classified as a Senior Planner. No additional comparable data was provided with justification from department.
28	Public Works	Housekeeper I	Building Services Associate (20)	create new class Building Services Associate II	Deny	Human Resources agrees that the Housekeeper and Housekeeper I's should remain different positions but the classification in which they fall should remain the same as Building Services Associate. The training needed is different but the overall duties remain similar and fall within the given class spec. Also no additional comparable data was provided with justification from department.
29	Public Works	Housekeeper Lead	Building Services Associate (20)	create new class above	Deny	Justification only states position has more responsibility than housekeepers and no additional comparable data was provided with justification from department. This position is paid slightly more than the housekeepers as the lead. The range allows for such difference. Human Resources would not recommend creating a new class spec at an above grade from the building services associate to place this position in. It is recommended the class spec remain the same.
30	Public Works	Facility Technician	Maintenance Services Mechanic I (13)	Building Services Supervisor (11)	Deny	Justification only states position takes on greater job duties than that of maintenance service mechanic. Position is currently paid \$1.00 per hour as a lead worker. No additional comparable data was provided with justification from department.
31	Sheriff	Correctional Officers	Correctional Officer (13)	not in agreement with Study	Deny	Market research indicated a salary of \$47,029. When placed in the study grade 13 has a range of \$37,726 - \$56,589 with a midpoint of \$47,157. The department provided data but it was unclear if they are comparable to Brown County as some counties use sworn officers and Brown does not.
32	Sheriff	Corporals	Corrections Corporal (11)	Separate classifications	Deny	Corporal (Intake), Training Corporal fell into the same category for pay in the old contracts. The new study uses a classification to place like/similar positions into groups. The classification is not to be all inclusive. Based on the information provided and the previous contract information the HR department does not recommend looking at separating the Corporals.
33	Sheriff	Records Specialist EMP	Administrative Assistant I (17)	Administrative Assistant II (14)	Deny	Review of the job description and the class spec, Human Resources determined this position was placed correctly. No additional data was provided with justification.
34	Sheriff	Property & Evidence Clerk III	Administrative Assistant II (14)	more specialist classification	Deny	Human Resources has reviewed the justification form along with the class spec and this position falls within the scope of the Administrative Assistant II class spec.

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35	NEW Zoo	Administrative Secretary	Department Assistant (14)	Requestor wanted a higher pay grade but was unsure of what would be appropriate.	Deny	Reviewed job description to the Department Assistant class spec and found that it was a match. Met with the requestor and agreed that this position was properly placed. No changes needed.
36	Human Services	Economic Support Specialists I and II	Economic Support Specialists (16)	PG 15	Deny	Position sent to market. Deny.
37	Human Services	Human Services Supervisors (Behavioral Health Supervisor)	Human Services Supervisor (9)	PG 8	Deny	Position sent to market. Reason cited for proposing change is to attract and retain qualified employees in key positions.
38	Human Services - CTC	Hospital and Nursing Home Administrator	Human Services Administrator (4)	PG 3	Deny	This position was sent to market based on analysis/justification regarding the high amount of responsibility and the specialized education and credential required for the position. Director would like position moved to PG 3.
39	Human Services	Economic Support Supervisor	Economic Support Supervisor (11)	PG 10	Deny	Position properly placed based on job duties, experience level and education, as well as similarly placed positions.
40	Human Services	Lead Economic Support Specialist	Economic Support Specialists (16)	PG 12	Deny	The new plan eliminated the ESS Lead. The pay range for PG 16 is broad enough to allow lead pay be paid above ESS.
41	Human Services	Fraud Investigation Aide	Fraud Investigation Aide (16)	PG 15	Deny	The pay range for PG 16 is broad enough to allow slight pay increase for additional duties (not lead). Same as ESS in comp plan.
42	Human Services - CTC	Director of Nursing Home	Nursing Supervisor (7)	PG 6	Deny	Position sent to market. No change. Request to move by one pay grade (keep one pay grade below Director of Nursing (Hospital) due to lower educational requirements).
43	Human Services - CTC - Dietary	Food Service Worker	Food Service Associate (22)	PG 21	Deny	Properly placed, however this is a high turnover position & is difficult to fill. Suggest we obtain approval to bring in at market level when hiring to stay competitive.
44	Human Services - CTC Dietary	Nutritional Services Manager	Nutrition Services Coordinator (11)	PG 8	Deny	This position was sent to market. Deny request. Currently PG 22 in old plan (30.73-34.48). PG 11 in new plan is (20.97-31.46). Salary data shows proper placement.
45	Human Services	Children, Youth & Families Manager and Behavioral Health Manager	Human Services Manager (8)	PG 6	Deny	Position sent to market. Reason cited for proposing change is to attract and retain qualified employees in key positions.
46	Human Services - CTC	RN - Charge Nurse	Registered Nurse (9)	PG 8	Deny	We have the ability within PG 9 to pay higher lead pay (per hour increase) Currently all CTC RNS are either Staff RN or Charge Nurse. When any of them work lead, they get \$2 more per hour during those shifts. (All titles should be changed to Staff RN in Logos). Currently, there are 2 Campus Charge RNs. These 2 perform permanent Lead RN duties during their shifts with advanced duties.
47	Human Services - CTC Laboratory	Laboratory Services Manager	Clinical Lab Services Supervisor (11)	No Pay Grade listed	Deny	No change to education, leadership experience since PDQ/evaluation. Placed appropriately w/ other Supervisory staff - Shelter Care supervisors, Operations Supervisor, ESS Supervisor, Child Support Supervisor, Communication supervisor, etc. Entry to mid-level supervisors.
48	Human Services - CTC - Outpatient	Health Information Services Manager	Health Information Services Coordinator (11)	PG 10	Deny	No change to education, leadership experience since PDQ/evaluation. Placed appropriately with other Supervisory personnel - Shelter Care supervisors, Clinical Lab Services Supervisor, Operations Supervisor, ESS Supervisor, Child Support Supervisor, Communication supervisor, etc. Entry to mid-level supervisors.
49	Human Services - Payee Services	Account Clerk III	Account Clerk (14)	Operations Assistant (15)	Deny	HR reviewed Clerk III class spec and deny moving the position.

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50	Human Services	Director of Community Programs	Human Services Manager (8)	PG 5	Deny	Class Spec matches position duties. Only change to job desc is the addition of "minimum of 5 years" of successful senior level management. Director urges a change due to 1) placement in the same grade as HS Managers, which this position supervises AND 2) succession duties in the absence of HS Director.
51	Human Services	Purchasing Clerk	Administrative Assistant I (17)	Operations Assistant (15)	Deny	Placed appropriately with other Clerk III, Secretary III, Social Service Aide III, etc. Higher level clerical.
52	Human Services - CTC	MDS RN	Registered Nurse (9)	PG 8	Deny	We have the ability within PG 9 to pay higher MDS pay. Currently all CTC RNS are either Staff RN or Charge Nurse. When any of them work lead, they get \$2 more per hour during those shifts. All titles should be changed to Staff RN in Logos). Currently, there is 1 MDS RN. This MDS RN performs advanced RN duties.
53	Human Services - CTC - Dietary	Cook	Cook (19)	PG 18	Deny	No change to education, experience leadership experience since PDQ/evaluation. Placed appropriately.
54	Human Services - Shelter Care	Shelter Care Unit Supervisors	Shelter Care Supervisor (11)	PG 9	Deny	Placed appropriately with other Supervisory personnel - Operations Supervisor, ESS Supervisor, Child Support Supervisor, Communication supervisor, etc. Entry to mid-level supervisors. No change to education, experience leadership experience since PDQ/evaluation.

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No. 11d --

**RESOLUTION RE: THE IMPLEMENTATION PLAN FOR THE 2015
CLASSIFICATION AND COMPENSATION PLAN**

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, on April 15, 2015, the Brown County Board of Supervisors adopted a resolution approving the 2015 Classification and Compensation Plan for employees not covered by union contracts; and,

WHEREAS, the Plan is intended to completely replace the multiple compensation scales and varied step plans created by prior labor agreements and department-specific practices; and,

WHEREAS, the purpose of the Compensation Plan is to ensure uniformity of compensation that is administered according to fair and equitable principles; and,

WHEREAS, this Implementation Plan is intended to guide the day-to-day administration of employee compensation, such provisions of both the Classification and Compensation Plan, and this Implementation Plan will not apply to Limited Term Employees; and,

WHEREAS, this Implementation Plan was reviewed by the Executive Committee with a recommendation to the Board of Supervisors for final approval and implementation, effective January 1, 2016.

NOW, THEREFORE, BE IT RESOLVED that the Implementation Plan for the 2015 Classification and Compensation Plan is approved, effective January 1, 2016.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By: /s/ Troy Streckenbach **Date:** 10/26/2015

Authored by Human Resources

Approved as to form by Corporation Counsel

Fiscal Note: This resolution does not have a fiscal impact and therefore does not require an appropriation from the General Fund.

A motion was made by Supervisor Landwehr and seconded by Supervisor Buckley **“to adopt”**.
Roll call vote taken.

Ayes: Sieber, De Wane, Hoyer, Gruszynski, Erickson, Kaye, Buckley, Landwehr,
Dantinne, Katers, Kaster, Van Dyck, Jamir, Robinson, Clancy, Campbell,
Moynihn, Blom, Schadewald, Lund, Fewell

Nayes: Nicholson, Haefs, Zima, Evans

Excused: La Violette

Total Ayes: 21

Total Nays: 4

Total Excused: 1

Motion carried.

ATTACHMENTS TO RESOLUTION #11D
ON THE FOLLOWING PAGES

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



WARREN P. KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 10/02/15
REQUEST TO: Executive Committee
MEETING DATE: 10/12/15
REQUEST FROM: Warren Kraft
Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding the Implementation Plan for the 2015 Classification and Compensation Plan

ISSUE/BACKGROUND INFORMATION:

On April 15, 2015, the Brown County Board of Supervisors adopted a resolution approving the 2015 Classification and Compensation Plan for employees not covered by union contracts.

ACTION REQUESTED:

Approval of the Implementation Plan intended to guide the day-to-day administration of employee compensation effective January 1, 2016.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
 - a. If yes, what is the amount of the impact? \$ _____
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

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2015 Brown County Classification and Compensation Plan *Implementation Plan*

INTRODUCTION

On April 15, 2015, the Brown County Board of Supervisors adopted a resolution approving the 2015 Classification and Compensation Plan for employees not covered by union contracts. The Plan completely replaces the multiple compensation scales and varied step plans created by prior labor agreements and department-specific practices. The purpose of the Compensation Plan is to ensure uniformity of compensation that is administered according to fair and equitable principles. This Implementation Plan is intended to guide the day-to-day administration of employee compensation. The provisions of the Classification and Compensation Plan, and this Implementation Plan do not apply to Limited Term Employees.

Since April, the Human Resources Department, in conjunction with the Department Directors, reviewed position descriptions and placement in appropriate job specifications and pay grade. Formal recommendations for individual adjustments were forwarded to the Board's Executive Committee for review and recommendation to the Board of Supervisors for final approval.

During this same time frame, this Implementation Plan was developed, reviewed by the Executive Committee and the Board of Supervisors for final approval and implementation, effective January 1, 2016.

The component parts of this Implementation Plan are:

1. Compensation Plan Philosophy
2. Adjustments to Compensation
3. Internal Adjustments to the Compensation Plan

The Department of Human Resources is responsible for implementing this Plan.

Approved by the Brown County Board of Supervisors
<insert date of approval>
Effective Date: January 1, 2016

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Compensation Plan Philosophy

The overarching objective that serves as the foundation for implementing this Plan is that Brown County seeks to compensate its employees at or above market level compensation, on an equitable basis that recruits and retains fully qualified and high performing employees, based on these factors:

- A. Skills and Training
- B. Achievement of Performance Measures
- C. Length of Service.

Appropriate compensation is premised on an accurate, up-to-date position description of each job that describes the duties and responsibilities to be performed and the credentials for hiring consideration. The position description focuses on the duties, not the individual assigned to the job. Utilizing the resources provided by the Department of Human Resources, the Department Head/Director is the principal manager responsible for ensuring accuracy of the position description.

Job pricing is the process of matching a position within Brown County to that of the external market that impacts the hiring and retention of employees. The Human Resources Department, in consultation with the recruiting Department, is responsible for establishing the specific hiring rate for a new employee based on the pay grade established in the Compensation Plan, a review of the internal equity for the position, and the levels of skill, training and experience that the employee brings to the position. The County Executive must preapprove a job offer that includes a hiring rate exceeding the mid-point or market level established in this Compensation Plan for this position.

As the duties change, a revised position description may be needed and a reclassification of the position within the Compensation Plan may be appropriate. The Department Head/Director should review these descriptions with their employees on an annual basis as part of the yearly performance review process. The Human Resources Department will provide guidance and support in this annual process and with any reclassification request. Pay adjustments are reported to the County Executive.

When an employee is promoted or transferred, the employee's Department Head/Director shall consult with the Department of Human Resources to ensure that the position description remains accurate and the proposed compensation for the employee is adjusted accordingly within the ranges established in this Compensation Plan.

The Department of Human Resources serves as the repository for all position descriptions. The Department is responsible for conducting research and review to ensure that positions are properly classified within the appropriate job specifications and appropriately compensated according to this Implementation Plan.

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Adjustments to Compensation

Brown County is committed to provide compensation for its highly performing employees that is responsive to the external market and that is internally equitable. The salary structure approved in this Plan consists of a range for each job specification.

- A. The Minimum is normally the lowest amount that the County will pay an individual for a position assigned to the class specification and accompanying pay range.
- B. The Minimum to Midpoint or Market area (known in the pay-for-performance matrix as the first and second quintiles) is intended for employees who:
 - a. Are continuing to learn job responsibilities while meeting increasing improving performance standards; or
 - b. Are fully trained but performing at a level that is less than satisfactory; or
 - c. Have not acquired sufficient time in service to warrant pay at the midpoint or market level.
- C. The Midpoint or Market area (the third quintile) normally represents the salary level for employees who:
 - a. Are fully trained, skilled and qualified, and
 - b. Are performing at a fully proficient level over an extended period of time, generally the preceding 12-month pay-for-performance review period.
- D. The Midpoint or Market area to the Maximum (the fourth and fifth quintiles) is intended for employees:
 - a. Whose performance is excellent or outstanding, and
 - b. Who consistently exceeds performance objectives over a period of time, generally the preceding 12-month pay-for-performance review period.

Chapter 4, of the Brown County Code of Ordinances, establishes an initial employment period of six months. It enables the new employee to demonstrate knowledge and skills appropriate with the new position and allows the supervisor sufficient time to provide training and evaluate the employee's performance. Using a form approved by the Human Resources Department, the Department Head/Director, or supervising manager shall evaluate the employee's performance. At the successful conclusion of the initial employment period, the employee shall be entitled to any general pay raise which occurred during the employee's initial employment period.

The Employee Handbook authorizes extension of this initial period for an additional amount of time to effectively evaluate the employee's ability to assume the responsibilities

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of the position. If the initial employment period is extended, the employee is ineligible for a pay-for-performance adjustment to compensation.

If an employee is transferred to a new position, the Employee Handbook establishes an orientation period of up to ninety days in the new position. The Department Head/Director, or supervising manager and the Human Resources Department shall determine the length of the orientation period. During this period, the Department Head/Director, or supervising manager shall evaluate the employee's performance to determine whether the employee has shown the ability to assume the responsibilities of the position. If not already done as part of the transfer to a new position, at the conclusion of the orientation period, an adjustment to compensation may be made, as may be approved by the Human Resources Department and consistent with the Department's budgetary allocations.

For all regular employees, there are two adjustments potentially available: an across-the-board adjustment and a pay-for-performance increase based upon the employee's annual evaluation. Each of these adjustments is subject to annual budgetary allocations as may be approved by the County Board. Adoption of this Implementation Plan does not obligate the Board or the County to fund these adjustments.

If the Board of Supervisors approves an across-the-board increase, the three pay-range markers (Minimum, Midpoint/Market, and Maximum) contained in Classification and Compensation Plan shall be adjusted by that percentage amount. An employee becomes eligible for an across-the-board adjustment based on the results of the annual evaluation as shown below in the Performance Matrix Calculation Model.

The pay-for-performance module is intended to move an employee more quickly along the pay range from Minimum to Midpoint/Market pay. If the Board approves funding for this module, as shown below, an employee's compensation may be adjusted accordingly.

On an annual basis, during the month of October, the Department Head/Director, or supervising manager shall evaluate the employee's performance using the form approved by the Human Resources Department. All evaluations must be completed by October 31 and reported to the Human Resources Department on November 1. The Human Resources Department will calculate the appropriate pay adjustments. Only current employees, for whom evaluations are completed and reported, are eligible for this adjustment. If an employee has separated from County employment prior to completion of the annual performance review, the employee is not eligible for this adjustment.

- A. If an employee is rated as "Below Expectations" or "Substantially Below Expectations," the employee shall not receive any across-the-board increase and is ineligible for a pay-for-performance adjustment.
- B. An employee who "Meets Expectations" shall receive only an across-the-board increase if such an increase is approved by the Board of Supervisors.

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- C. To be eligible for a pay-for-performance adjustment, an employee may be rated as "Substantially Above Expectations" or "Above Expectations". The amount of the adjustment shall be calculated using the Performance Matrix Calculation Model shown below. The approved amount is rolled into the employee's compensation and is not considered "bonus" pay. An employee who is rated as "Substantially Above Expectations" or "Above Expectations" is also eligible to receive an across-the-board increase. Funding is dependent upon County Board approval.

Performance Matrix
Calculation Model

Performance Rating		Position-in-Range (Quintiles)***				
		1st (80- 88%)	2nd (89- 96%)	3rd (97- 104%)	4th (105- 113%)	5th (114- 120%+)
Substantially Above Expectations		10.00	8.00	6.00	4.00	2.00
Above Expectations		8.00	6.00	4.00	3.00	2.00
Meets Expectations		A-T-B	A-T-B	A-T-B	A-T-B	A-T-B
Below Expectations		0.00	0.00	0.00	0.00	0.00
Substantially Below Expectations		0.00	0.00	0.00	0.00	0.00

Directions for Use:

1. Performance Review Conducted and reported to Human Resources
2. HR assigns Shares of Pay for Performance Monies assigned to each employee reviewed as indicated above.
3. Divide Pay for Performance Money pool by total number of shares approved
4. Multiply per-share amount by number of shares assigned to employee to determine increase

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Internal Adjustments to the Compensation Plan

Brown County is committed to maintaining a Classification and Compensation Plan that is responsive to the external market and that is internally equitable. Data will be collected and analyzed regularly to determine market movement of positions and salary trends.

On an annual basis, the Human Resources Department is responsible for gathering, analyzing and recommending any changes to the salary range structure based on market data, a review of the internal equity for the position and salary trend information. The Department will develop internal procedures to implement this responsibility.

To preserve the integrity of this Compensation Plan, a full review of market data and salary trend information, together with a comparative ratio analysis to ensure internal equity, shall be conducted over the course of four years. Each year, the Human Resources Department shall evaluate positions within specific Departments and will notify the Department Head/Director accordingly. Utilizing the services available through the Human Resource Department, the Department Head/Director shall review these descriptions with their employees. (The information accumulated as part of the annual employee review may be substituted for this purpose.) A comparison of the market data to the current midpoints and pay practices for each position shall be conducted. The Human Resources Department will recommend for approval any needed adjustments to the County Executive, or to the Executive Committee and Board of Supervisors.

Conclusion

Utilizing this approach, Brown County will continue to seek to compensate its employees at or above market level compensation, on an equitable basis that recruits and retains fully qualified and high performing employees.

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Public Safety and Executive Committees

No. 11e -- RESOLUTION RE: CHANGE IN TABLE OF ORGANIZATION FOR THE CLERK OF COURTS – CLERK/TYPIST II

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, the Human Resources department has received a table of organization change request from the Clerk of Courts department; and

WHEREAS, the Clerk of Courts department has completed cross training of the duties assigned to the Clerk/Typist II positions; and

WHEREAS, due to the efficiencies created by the cross training, the department has requested to reduce a 1.00 FTE Clerk/Typist II to a 0.80 FTE Clerk/Typist II; and

WHEREAS, this would be a cost savings for the department and the affected employee prefers a part-time position; and

WHEREAS, the Human Resources department in conjunction with the Clerk of Courts department recommends reducing a 1.00 FTE Clerk/Typist II to a 0.80 FTE Clerk/Typist II in the Clerk of Courts table of organization; and

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, a 1.00 FTE Clerk/Typist II position be reduced to 0.80 FTE in the Clerk of Courts table of organization.

Budget Impact:
Human Services

Partial Year Budget Impact (10/01/15 – 12/31/15)	FTE	Addition/ Deletion	Salary	Fringe	Total
Clerk/Typist II	(1.00)	Deletion	\$(7,610)	\$(3,632)	\$(11,242)
Clerk/Typist II	0.80	Addition	\$ 6,088	\$ 2,908	\$ 8,996
Partial Year Budget Impact			\$(1,522)	\$(724)	\$(2,246)

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Clerk/Typist II	(1.00)	Deletion	\$(30,440)	\$(14,528)	\$(44,968)
Clerk/Typist II	0.80	Addition	\$ 24,352	\$ 11,632	\$ 35,984
Annualized Budget Impact			\$(6,088)	\$(2,896)	\$(8,984)

Fiscal Note: This resolution does not require an appropriation from the General Fund; it will result in a budget savings of \$8,984.

Respectfully submitted,

PUBLIC SAFETY COMMITTEE

EXECUTIVE COMMITTEE

Approved By: /s/ Troy Streckenbach Date: 10/26/2015

Authored by Human Resources

A motion was made by Supervisor Hoyer and seconded by Supervisor De Wane **“to adopt”**.
Voice vote taken. Motion carried unanimously with no abstentions.

ATTACHMENTS TO RESOLUTION #11E
ON THE FOLLOWING PAGES

HUMAN RESOURCES DEPARTMENT

Brown County

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HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 09/16/15
REQUEST TO: Public Safety Committee
MEETING DATE: 10/07/15
REQUEST FROM: Warren Kraft
Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Change in Table of Organization for the Clerk of Courts Department – Clerk/Typist II

ISSUE/BACKGROUND INFORMATION:

The Clerk of Courts department has completed cross training of the Clerk/Typist II duties which has created efficiencies in the work performed.

ACTION REQUESTED:

Reduce a 1.00 FTE Clerk/Typist II to 0.80 FTE Clerk/Typist II for cost savings. (The affected employee prefers for a part-time position.)

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? Savings of \$2,246 partial year / \$8,984 annualized
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☒ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

lle

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: CLERK/TYPIST II
REPORTS TO: COURT COMMISSIONER
DEPARTMENT: CIRCUIT COURT

JOB SUMMARY:

Performs varied responsible clerical and typist work calling for independent judgment, initiative and specialized knowledge in the area of criminal, family, small claims, and domestic abuse/harassment injunction procedure. Responsible for conducting transactions with the public with matters requiring interpretation and analysis of laws, rules, and/or departmental policies and procedures.

ESSENTIAL DUTIES:

Types reports, correspondence, vouchers, dockets, schedules, minutes, calendars, and statistical data from written or printed material.

Performs receptionist and/or counter duties.

Answers questions from the public, including lawyers and paralegals, regarding departmental policies and procedures.

Reproduces multiple copies of work.

Performs filing and searching.

Gathers information on a variety of subjects and compiles financial, statistical and legal reports.

Analyzes and interprets information contained in a variety of documents, forms, reports, etc. for processing.

Obtains and conveys information from the public for the completion of forms, documents, pleadings, etc.

Refers inquiries to proper department or official.

Independently compiles data and prepares various reports.

Makes detailed arithmetic calculations for processing of information.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment
Computer

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MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma including or supplemented by a course in typing, plus one year experience as a Clerk/Typist I in the department assigned or one year in a similar position; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

None

Knowledge, Skills and Abilities:

Knowledge of general office procedures.

Knowledge of business English, spelling and grammar.

Specialized knowledge pertaining to the department in which employed.

Knowledge of and ability to utilize a computer and the required software.

Ability to type at a minimum rate of 50 net words per minute.

Ability to make fairly complex arithmetic calculations.

Ability to interview and obtain information from the public.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, and reaching.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

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Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Reviewed: 08/10/15

Human Services and Executive Committees

**No. 11f -- RESOLUTION RE: CHANGE IN TABLE OF ORGANIZATION FOR THE
HUMAN SERVICES DEPARTMENT SOCIAL WORKER/CASE
MANAGER (CHILDREN'S LONG TERM CARE)**

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, the Human Resources department has received a table of organization change request from the Human Services department; and

WHEREAS, Comprehensive Community Services (CCS) is a community mental health recovery program fully funded through federal/state dollars. There are 135 children identified as eligible for CCS; and

WHEREAS, through the development of new contracts, the Human Services department is requesting the addition of 2.00 FTE Social Worker/Case Manager (service facilitator) positions in the Children's Long Term Support unit to reduce the number of children and adolescents waiting for mental health recovery services while avoiding exhaustion of current community resources available; and

WHEREAS, the recommended service facilitator to client ratio is 1:20. The addition of 2.00 FTE Social Worker/Case Manager positions would reduce the number of children and adolescents waiting for services by at least 40; and

WHEREAS, the Human Resources department in conjunction with the Human Services department recommends the addition 2.00 FTE Social Worker/Case Manager (Children's Long Term Care) positions in the Human Services table of organization; and

WHEREAS, these positions will be funded by intergovernmental revenues received by the Human Services department for case management and service facilitation under Children's Long Term Support and Comprehensive Community Services; and

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the addition of 2.00 FTE Social Worker/Case Manager (Children's Long Term Care) positions in the Human Services table of organization.

BE IT FURTHER RESOLVED, should the funding end, the positions will end and be eliminated from the Human Services table of organization.

Budget Impact:
Human Services

Partial Year Budget Impact (10/1/15 – 12/31/15)	FTE	Addition/ Deletion	Salary	Fringe	Total
Social Worker/Case Manager (Children's Long Term Care)	2.00	Addition	\$26,637	\$7,413	\$34,050

Partial Year Budget Impact	\$26,637	\$7,413	\$34,050
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Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Social Worker/Case Manager (Children's Long Term Care)	2.00	Addition	\$106,548	\$29,651	\$136,199
Annualized Budget Impact			\$106,548	\$29,651	\$136,199

Fiscal Note: This resolution does not require an appropriation from the General Fund. The new positions are 100% funded by a mixture of State and Federal funding through the Children's Long Term Support and Comprehensive Community Services programs.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By: /s/ Troy Streckenbach Date: 10/26/2015

Authored by Human Resources

A motion was made by Supervisor De Wane and seconded by Supervisor Campbell "to adopt". Voice vote taken. Motion carried unanimously with no abstentions.

ATTACHMENTS TO RESOLUTION #11F
ON THE FOLLOWING PAGES

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



WARREN P. KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 09/09/15
REQUEST TO: Human Services Committee
MEETING DATE: 09/23/15
REQUEST FROM: Warren Kraft
Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Change in Table of Organization for the Human Services Department
– Social Worker/Case Manager (Children's Long Term Care)

ISSUE/BACKGROUND INFORMATION:

There are currently 135 children identified as eligible for mental health recovery program services. The recommended service facilitator to client ratio is 1:20. Through the development of new contracts, the Human Services department is requesting the addition of 2.00 FTE Social Worker/Case Manager (service facilitator) positions in the Children's Long Term Support unit to reduce the number of children and adolescents waiting for mental health recovery services.

ACTION REQUESTED:

The addition of 2.00 FTE Social Worker/Case Manager (Children's Long Term Care) positions to the Human Services table or organization.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? \$34,050 partial year / \$136,199 annualized
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☒ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? The specific positions are not currently budgeted. However, the department receives intergovernmental revenues for case management and service facilitation under Children's Long Term Support and comprehensive Community Services. These revenues are projected to be sufficient to cover the costs of the positions without additional local tax levy.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

11f

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: SOCIAL WORKER/CASE MANAGER (CHILDREN'S LONG TERM CARE)
REPORTS TO: LONG TERM CARE MANAGER
DEPARTMENT: HUMAN SERVICES

JOB SUMMARY:

Provides information referral, case management and direct services to children with physical disability, chronic and pervasive mental illness, and/or developmental disability and are in need of long term care services in order for them to remain in or return to non-institutional settings.

ESSENTIAL DUTIES:

Provides educational and informational services to consumers, their families and other interested parties, including determining eligibility for county, state and federal long-term care programs and assisting with referrals to other service providers and community resources.

Assures the application of client rights, grievance and dispute resolution processes and procedures.

Conducts objective, comprehensive assessments and reassessments of consumer need.

Develops comprehensive, cost-effective and goal oriented care plans that address primary, acute and long-term care needs.

Completes authorizations for purchase of service and obtains supervisory approval in line with care plans.

Monitors contracted services to assure high quality and appropriate extent of services is provided.

Identifies the need for and assists in the planning and development of new service resources as necessary and/or assigned.

Complies with applicable county, state and federal guidelines related to the provision of service.

Completes and maintains accurate and timely documentation according to applicable requirements, codes, contracts and policies.

Facilitates communication and maintains positive working relationships with and between consumers, informal support systems, co-workers, health professionals, courts, legal representatives, contracted providers and the public at large.

Attends and contributes to staff meetings and overall unit performance.

Provides access, allocates, monitors, and evaluates services and fiscal resources for clients.

11f

Meets with clients on regular basis to assure a continuum of services and to judge the effectiveness of services.

Functions as part of treatment teams/multi-disciplinary teams to ensure continuity of care.

Provides assessment, support, counseling, resource coordination and advocacy for clients and families.

Provides patient and family education, support and advocacy regarding their disability.

Assists in establishing new programs to meet the needs of individuals and target groups on our caseloads.

Removes children from abusive/unsafe situations in collaboration with CPS to safe placement.

Provides advocacy and support to families in efforts to reduce the fragmentation of services, helping families cope with the wide number of providers, courts/law enforcement, other service areas within BCHSD (i.e. Juvenile Justice, Child Protective Services, Child & Adolescent Behavioral Health, Economic Support) and school representatives.

Interfaces with healthcare providers/insurers/Medical Assistance/Social Security to coordinate services.

Provides crisis intervention for the client and family members to reduce negative outcomes including teen suicides, drug/alcohol-related issues, and violence.

Coordinates services for in-home care and equipment.

Collects and analyzes patient information to help other health professions understand the unique needs of clients and their families.

Provides assistance to clients and their families who are coping with the many problems that accompany illness or inhibit recovery and rehabilitation, such as economic need, disability and lack of resources.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment
Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree in social work or related human services field, Master's degree preferred, plus a minimum of one year experience within the last five years working with persons who are physical disabled, have developmental disabilities. Experience in working with children with severe emotional disturbance and chronic and pervasive mental illness is preferred.

11f

Licenses and Certifications:

Valid Wisconsin Driver's License
State Social Worker Certification preferred
CCS Certification, or within 90 days of hire

Knowledge, Skills and Abilities:

Knowledge of casework principles and methods, family dynamics, human development and behavior.

Knowledge of dynamics involved in community and institutional care for persons with long term care needs.

Knowledge of social work interviewing principles and techniques.

Knowledge of client rights, grievance and dispute resolution processes and procedures.

Knowledge of laws, codes, procedures and policies pertaining to child protection and the court system.

Knowledge of state and federal laws, codes, procedures and policies pertaining to funding sources, Comprehensive Community Services, Child Welfare, and WI Long Term Care program delivery.

Knowledge of community resources and utilization.

Knowledge of needs and dynamics of target group members.

Ability to identify and assess human problem situations.

Ability to establish priorities for service intervention and to consider alternative treatment plans.

Ability to work independently.

Ability to use authority constructively.

Ability to be decisive and to make sound decisions under the pressure of crisis or emergency situations.

Ability to plan and organize work to meet deadlines and to make effective use of time.

Ability to establish and maintain positive relationships with consumers and their family members, staff, contracted providers, and the public.

Ability to communicate effectively both orally and in writing.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting; occasional driving.

11f

Field work requiring face to face and collateral contacts located in home and community based settings.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 6/29/2015

11f

Human Services Committee

No. 11fi --

**RESOLUTION RE: AUTHORIZING HUMAN SERVICES TO REQUEST
WAIVER FOR INCREASED SERVICE PROVIDER AUDIT THRESHOLD**

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

WHEREAS, Section 46.036 of the Wisconsin Statutes requires an independent audit for all purchase of service contracts through Human Services that exceed \$25,000 annually; and,

WHEREAS, providers of services are permitted to include the cost incurred to obtain the audit in their cost for services; and,

WHEREAS, these audits have no bearing on the health or safety of county residents receiving services from said providers; and,

WHEREAS, Brown County Human Services believes any money spent to obtain audits would be better allocated to providing services to consumers or saved to reduce county spending; and,

WHEREAS, Section 66.0143 of the Wisconsin Statutes permits counties to request a waiver from state mandates from the State of Wisconsin Department of Revenue, including the mandate to obtain audits for all purchase of service contracts through Human Services exceeding \$25,000; and,

WHEREAS, Brown County Human Services has reviewed, considered and hereby recommends requesting a waiver from the State of Wisconsin Department of Revenue under Wis. Stat. §66.0143 to increase the purchase of service contracts annual financial reporting and auditing requirements imposed under Wis. Stat. §46.036 from exceeding \$25,000 to exceeding \$100,000, with the understanding that Brown County reserves the right to request said audits or to obtain alternate forms of financial documentation from its providers if needed.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, that the Human Services Department request a waiver from the State of Wisconsin Department of Revenue under Wis. Stat. §66.0143 to increase the purchase of service contracts annual financial reporting and auditing requirements imposed under Wis. Stat. §46.036 from exceeding \$25,000 to exceeding \$100,000.

BE IT FURTHER RESOLVED, that Brown County reserves the right to request said audits or to obtain alternate forms of financial documentation from its providers if needed.

Respectfully submitted,

HUMAN SERVICES COMMITTEE

Approved By: /s/ Troy Streckenbach **Date:** 10/26/2015

Authored by Human Services
Approved as to form by Corporation Counsel

Fiscal Impact: This resolution does not require an appropriation from the General Fund. This eliminates audit cost requirements of approximately \$5,000 for each service provider who has a contract with Human Services between \$25,000 and \$100,000 annually.

A motion was made by Supervisor Evans and seconded by Supervisor Hoyer **“to adopt”**.
Voice vote taken. Motion carried unanimously with no abstentions.

ATTACHMENT TO RESOLUTION #11FI
ON THE FOLLOWING PAGE

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188

Phone (920) 448-6000 Fax (920) 448-6166



Erik Pritzel, Executive Director

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 10/13/2015
REQUEST TO: Human Services Committee
MEETING DATE: 10/20/2015
REQUEST FROM: Erik Pritzel
Executive Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Authorizing Human Services to Request Waiver for Increased Service Provider Audit Threshold

ISSUE/BACKGROUND INFORMATION:

An increased audit threshold is allowed by the State up to \$100,000 and encouraged by DHS because audit costs for contracted providers under this threshold represent a significant additional cost unnecessary for low risk providers. The county reserves the right to request an audit if provider is considered high risk, and will continue to review rates annually for all contracted providers.

ACTION REQUESTED:

The Human Services Committee and County Board is requested to approve submission of a waiver application from the Human Services Department to the State which would change the threshold from \$25,000 to \$100,000 for annual contracted service providers required to submit an audit.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
 - a. If yes, what is the amount of the impact? \$ _____
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**



11fi

Planning, Development & Transportation and Executive Committees

**No. 11g -- RESOLUTION RE: TO APPROVE EASEMENT AGREEMENT
BETWEEN MCDONALD LUMBER COMPANY, INC. AND BROWN
COUNTY, WISCONSIN FOR ACCESS RELATING TO RENARD
ISLAND**

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, McDonald Lumber Company, Inc. ("McDonald") is the fee owner of certain real property located in the City of Green Bay, Brown County, Wisconsin ("Servient Parcel") and more fully described as follows:

Part of Private Claim Number 46, East Side of Fox River, City of Green Bay, Brown County, Wisconsin as described in 306 Deeds page 623 and Jacket No. 19717 Image 40 and in Document No. 1558244, all Brown County, Wisconsin Records;

and,

WHEREAS, within the location and in the manner more fully described in the Easement Agreement attached hereto and incorporated herein by reference ("Deed"), McDonald grants, conveys and donates to Brown County, as the Grantee thereunder ("County"), gratuitously and absent any legal obligation to or exchange of consideration for, a permanent, non-exclusive, limited easement in gross over the Servient Parcel ("Easement"), the acceptance of which shall be evident by the County's execution of said Deed, for purposes of: (a) accessing the causeway that leads to certain property referred to – and described within Exhibit "A" of the Deed – as Renard Island ("Causeway") to perform maintenance and service work thereon; and (b) locating, constructing, operating and maintaining a limited access service road, as well as any appurtenances reasonably related thereto, for which the County and its permittees may access Renard Island in a manner least burdensome to the Servient Parcel; and,

WHEREAS, the Brown County Port and Resource Recovery Department, an agency of the County, having determined that its citizens and other members of the general public would benefit therefrom, hereby recommends that the County execute the Deed, thereby accepting McDonald's donation of the Easement based on the terms and conditions set forth therein and further as follows:

1) that, the County's acceptance is subject to its right of repudiation as allowed under any applicable disclaimer statute, or, in the absence of such statute, the common law; and,

2) that, as a mode of executing the Deed's charitable design, and provided it neither jeopardizes nor interferes with the primary purpose of benefitting the public, the County is authorized to acknowledge McDonald's generosity through a *de minimus* memorial to the company, or the person in whose memory the donation was made, but no more than which is required for the modest recognition as is customary and proper in the ordinary course of the County's business;

and,

WHEREAS, pursuant to Wis. Stat., § 59.52(19), the Brown County Board of Supervisors “may accept donations, gifts or grants for any public governmental purpose within the powers of the county”; and,

WHEREAS, per Wis. Stat., § 59.52(6), the Brown County Board of Supervisors has the power to “acquire . . . property, real and personal, for public uses or purposes of any nature, including without limitation acquisitions for county buildings, airports, parks, recreation, highways, dam sites in parks, parkways and playgrounds”

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors, in accordance with Wis. Stat., § 59.52, hereby authorizes the County to accept the Easement donation through execution of the Deed by the Brown County Executive or his authorized designee.

Respectfully submitted,

PLANNING, DEVELOPMENT AND
TRANSPORTATION & EXECUTIVE
COMMITTEE

Approved By: /s/ Troy Streckenbach **Date:** 10/26/2015

Authored by: Port & Solid Waste Department & approved as to form by Corporation Counsel

Fiscal Impact: This resolution does not require an appropriation from the General Fund. The donated easement should reduce yearly island maintenance costs by \$20,000.

A motion was made by Supervisor Erickson and seconded by Supervisor Kaster **“to adopt”**.

Following, a motion was made by Supervisor Zima and seconded by Supervisor Kaster **“to add: Whereas, the City of Green Bay has failed to provide access to Renard Island”**. Roll call vote taken.

Ayes: Haefs, Zima, Evans, Kaye, Dantine, Katers, Kaster, Campbell, Schaewald

Nayes: Sieber, Nicholson, Hoyer, Gruszynski, Erickson, Buckley, Landwehr, Van Dyck, Jamir, Robinson, Clancy, Moynihan, Blom, Lund, Fewell

Abstain: De Wane

Excused: La Violette

Total Ayes: 9 Total Nayes: 15 Total Abstain: 1 Total Excused: 1

Motion failed.

Following, a motion was made by Supervisor Erickson and seconded by Supervisor Buckley **“to adopt”**. Voice vote taken. Motion carried unanimously with no abstentions.

ATTACHMENTS TO RESOLUTION #11G
ON THE FOLLOWING PAGES

PORT AND RESOURCE RECOVERY DEPARTMENT



2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN
DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: September 24, 2015
REQUEST TO: Brown County Board of Supervisors
MEETING DATE: October 21, 2015
REQUEST FROM: Dean Haen
Director of Port and Resource Recovery Department

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution accepting ownership of Renard Island Causeway

ISSUE/BACKGROUND INFORMATION:

Significant dollars have been invested in the closure of the 55-acre Renard Island and construction of the temporary causeway. To further the closure and ultimate transfer of ownership of the Causeway leading to Renard Island to Brown County, the U.S. Army Corp. of Engineers (Corps) has required that Brown County procure certain access rights to said Causeway and Island. The only reasonable access to the island is via the Corps temporary causeway. The Corps will be transferring ownership of the island to Brown County. In order to access the island for maintenance and potentially future human use purposes the causeway needs to remain as a permanent structure. In order to receive ownership of the causeway from the Corps, Brown County needs to demonstrate to the Corps permanent access is secured and the lakebed under which the causeway resides is transferred from the State to the Brown County. Brown County is working with area legislators with regards to the lakebed grant legislation.

Additionally, Brown County has secured a permanent maintenance easement from McDonald's Lumber Company to access the causeway. A second permanent maintenance easement with Green Bay may be secured to provide additional access to the causeway. In fulfillment thereof, McDonald Lumber Company, Inc. ("McDonald"), as fee owner of certain real property located in the City of Green Bay, Brown County, Wisconsin ("Servient Parcel"), intends to grant, convey and donate to Brown County, gratuitously and absent any legal obligation to or exchange of consideration for, a permanent, non-exclusive, limited easement in gross over the Servient Parcel ("Easement") for said access, based on the terms and conditions set forth in the Easement Agreement attached to the aforementioned Resolution, the execution of which would constitute an acceptance by Brown County of the same.

Island maintenance costs are estimated at \$30,000 per year with water access. Land access should reduce the island maintenance costs to \$10,000 per year.

ACTION REQUESTED:

Authorization of the County to accept said Easement donation through execution of the Easement Agreement attached to this Resolution.

11g

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No

a. If yes, what is the amount of the impact? \$ 20,000/year in savings

b. If part of a bigger project, what is the total amount of the project? \$ _____

c. Is it currently budgeted? ☒ Yes ☐ No

1. If yes, in which account? _____

2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

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Easement Agreement

Document Number

Document Title

Grantor, McDonald Lumber Company, Inc., with a business address of 2020 Angie Avenue in Green Bay, Wisconsin ("Grantor") as the fee owner of certain real property located in the City of Green Bay, Brown County, Wisconsin, more particularly described below (the "Servient Parcel"), desires to grant and convey to Grantee, Brown County, a body corporate organized and existing under the laws of the State of Wisconsin, with a business address of 305 E. Walnut Street in Green Bay, Wisconsin 54301 ("Grantee"), a permanent, non-exclusive, limited easement (the "Easement") over the Servient Parcel, without legal obligation or consideration, to hold and devote for as long as required therefore, as more fully agreed below. Together, Grantor and Grantee may be referred to in this Easement Agreement as the "Parties". The legal description of the Servient Parcel, and the easement premises there-over (the "Easement Area") are legally being described as follows:

Servient Parcel: Part of Private Claim Number 46, East Side of Fox River, City of Green Bay, Brown County, Wisconsin as described in 306 Deeds page 623 and Jacket No. 19717 Image 40 and in Document No. 1558244, all Brown County, Wisconsin Records. Said Parcel contains 48.248 acres more or less.

Easement Area: A 12 foot wide easement located in part of Private Claim Number 46, East Side of Fox River, City of Green Bay, Brown County, Wisconsin, the east line of which is described as follows: Commencing at an angle point on the south line of said Private Claim Number 46 being Brown County Point Number 41R/S-6/7; thence N 64° 39' 47" W along the south line of said Private Claim 4,597.34 feet to the west line of vacated Sauk Avenue extended southerly; thence N 25° 13' 56" E, 45.18 feet along said line extended to the north right of way line of Bay Beach Road and the Point of beginning of said 12 foot easement; thence continuing N 25° 13' 56" E along the east line of said easement also being the west line of vacated Sauk Avenue 758 feet more or less to the water's edge and the end of said easement. Said Easement Area contains 0.21, acres more or less.

Recording Area

Name and Return Address

Tax Parcel Identification Number (TPIN)

AGREEMENT

- A. **Purpose.** Beginning _____, 20____ (the "Effective Date"), Grantor expressly grants to the Grantee, its respective designees, agents, successors and assigns, an easement for ingress and egress over the Easement Area on the Servient Parcel, solely and exclusively for the limited purposes of accessing the causeway (the "Causeway") leading to Renard Island, such Renard Island property being more fully described in attached Exhibit "A," incorporated herein by reference, to perform maintenance and service work thereon on an occasional basis as and when needed, but not as a public thoroughfare or right-of-way, and not generally open or available to the public for any reason. As of the Effective Date of this Agreement, the Parties estimate Grantee's use to be limited to approximately six (6) days per year; however, said estimate shall not be deemed or construed to be a limitation on Grantee's use for maintenance/service work purposes.

14019793.5

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B. **Access.** Additionally, as long as necessary, beginning June 1st of 2020, and continuing as long as necessary, Grantor expressly grants the Grantee, its respective designees, agents, successors and assigns, an easement and right-of-way in, on, over and across the Servient Parcel solely and exclusively for the limited purposes of locating, constructing, operating and maintaining, at the Grantee's sole cost and expense, a limited access service road, and any appurtenances reasonably necessary and directly related thereto, that allows the Grantee and its permittees reasonable access to Renard Island in the manner and at the location reasonably determined least burdensome to the Servient Parcel, and as agreed upon by the Parties in advance hereof (the "Roadway").

C. **Limitations.** The Easement Area shall be an area twelve (12) feet wide along the eastern most edge of the Servient Parcel at: 705 Bay Beach Road. Said Easement Area is and shall at all times be limited as follows:

1. The Easement for ingress/egress shall be for maintenance/service work purposes, only.
2. Grantor expressly reserves the right, exercisable in its sole discretion, to relocate the Easement Area on the Servient Parcel in the manner and to an alternate location least burdensome to the Servient Parcel with respect to Grantor's use of the Servient Parcel. In the event Grantor elects to change the location of the Easement Area, Grantor shall replace the original Easement with another substantially similar (but for its location) Easement Area twelve (12) feet wide, in a manner and to a location set forth in a written notice given, not less than ninety (90) days in advance thereof, to Grantee, followed by a written amendment hereto, the recording of which shall occur within thirty (30) days of said relocation.
3. This is a nonexclusive Easement, and Grantor, its respective designees, agents, successors and assigns, shall have the right (but not the obligation) to use said Easement Area and/or Roadway; provided, however, such use shall not unreasonably interfere with the use of the Easement Area or Roadway by Grantee.
4. If the Grantee acquires, by any means whatsoever, an alternative manner of ingress/egress or other access to the Causeway and Renard Island, then Grantor shall have the right, exercisable in its sole discretion upon written notice to Grantee provided in advance thereof, to terminate this Easement Agreement and all rights created herein, without any further obligation to Grantee, and the Roadway shall revert to Grantor. The Grantee, upon receiving notice of said termination, shall as promptly as possible, and within sixty (60) days of receiving said written notice from Grantor, execute and have recorded any and all documentation necessary to reflect the termination of the Easement Agreement rights as indicated by Grantor hereunder.
5. Except for temporary, incidental parking of service vehicles of the Grantee while performing maintenance/service work on the Roadway or Causeway, parking of vehicles or the placement of material, machinery and/or equipment or other personality on the Roadway or in the Easement Area, shall not be permitted.
6. The Grantee does not now, nor in the future, intend on using the Roadway or the Easement Area for the transportation, storage, processing or handling, in whole or part, of hazardous or toxic materials of any type or nature to or from Renard Island via the Causeway; and Grantor expressly prohibits said use of the Roadway and the Easement Area without Grantor's advance written consent, which may be given, withheld and/or conditioned in its sole discretion.

- D. **Maintenance of Easement Area.** Commensurate with its limited use thereof, Grantee shall be solely and exclusively responsible for maintaining the Easement Area in a good and safe condition, reasonable wear and tear excepted; and any clearing, snow plowing, ice removal, grading and filling, upkeep and general care of the Easement Area related thereto shall be the responsibility of the Grantee. Commensurate with its limited use thereof, Grantee shall further be responsible, at its sole cost and expense, for all maintenance, repairs and replacements required or advisable with regard to the Roadway, located in the Easement Area, including, as related thereto but without limitation, any snow and ice removal, tree and brush removal, sweeping and debris removal, and/or resurfacing as may become necessary or prudent to keep the Roadway in a generally good and safe condition, reasonable wear and tear excepted. The Grantee shall maintain the Roadway and all other of its improvements in accord with applicable federal, state, and local laws and regulations. Unless otherwise provided herein, Grantor shall have no obligation whatsoever to maintain, repair or replace the Roadway or other of Grantee's improvements located on the Servient Parcel and subject to this Easement Agreement.
- E. **Running with Land.** This Easement Agreement shall run with the land (Servient Parcel), and is binding upon and inures to the benefit of and is enforceable by the Parties hereto, their heirs, successors and assigns; provided, however, the Easement is subject to Grantor's rights of termination as set forth in Section C(4), above; and provided, further, the Grantee may not assign, sell, convey or otherwise transfer its rights hereunder to any third party without Grantor's advance written consent.
- F. **Amendments.** This is the entire Easement Agreement between Grantor and Grantee and supersedes all prior oral or written agreements or understandings and may not be changed, altered or amended, unless done with the consent of both Parties and executed with the same formality as this Easement Agreement.
- G. **Severability.** If any provision of this Easement Agreement is deemed by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Easement Agreement shall not be affected thereby, and such remainder would then continue to be valid and enforceable to the fullest extent permitted by law.
- H. **Indemnification; Insurance.**
- (a) Each Party shall be responsible for its own acts or omissions and any and all claims, liabilities, injuries, suits, costs, demands and expenses of all kinds which may result in or arise out of any conduct, negligence or willful misconduct caused or alleged to have been caused by that Party, their respective designees, employees, agents, successors and assigns, in the performance or omission of any act or responsibility under this Easement Agreement. Grantor and Grantee each shall and hereby do indemnify, defend and hold the other Party (and its directors, officers, administrators, faculty, staff, employees, students and agents, and their respective successors and assigns) harmless from and against all losses, damages, costs, expenses, liabilities, obligations and claims of any kind (including without limitation reasonable attorneys' fees and other reasonable legal costs and expenses) which an indemnified Party may at any time suffer, incur, or become subject to, as a result of or in connection with: (i) a breach of this Easement Agreement; (ii) the negligence or willful acts or omissions of the indemnifying

Party (and/or its directors, officers, administrators, faculty, contractors, staff, employees and agents, and their respective successors and assigns) in connection with the grant of Easements herein; and/or (iii) the use of the Easement Area and the Roadway constructed thereon.

- (b) At all times during the period this Easement Agreement is in effect, the Grantee shall maintain public liability insurance coverage in an amount not less than \$1,000,000.00 per single occurrence and \$5,000,000.00 in the aggregate, from a reputable insurance underwriter reasonably acceptable to Grantor, which policy(ies) of insurance shall name Grantor as an additional insured. The Grantee shall regularly (but not more frequently than twice annually, except in the event of any substantial changes to the policy(ies)) provide written evidence to Grantor of such coverage, including complete and accurate copies of the policy(ies) and any endorsements or amendments necessary to effect the Parties' agreement herein. Failure by the Grantee to maintain coverage hereunder shall be a material default hereunder; pursuant to which Grantor may terminate the Easement rights granted by it hereunder. If for any reason the Grantee fails to maintain the insurance required above, the Grantee shall indemnify and hold Grantor (and its directors, officers, employees, and agents, and their respective successors and assigns) harmless from and against, and agrees to promptly, fully and completely defend Grantor from and reimburse Grantor for, any and all losses, damages, costs, expenses, liabilities, obligations and claims of any kind (including, without limitation, reasonable attorneys' fees and other reasonable legal costs and expenses) which an indemnified Party may at any time suffer, incur, or become subject to, as a result of or in connection with, the negligence or willful acts or omissions of the Grantee (and its officers, employees, invitees and agents) or third Parties in connection with Grantor's grant of the Easements contemplated herein to the Grantee; provided, however, that the Grantee shall have no obligation to indemnify or defend Grantor for the negligence or willful acts or omissions of Grantor (including its employees, agents, or invitees) or other permissive uses of the Roadway (or a part thereof) pursuant to a recorded easement agreement.
- (c) By entering into this Easement Agreement for the benefit of Grantee, Grantor shall not (and, subject hereto, Grantor shall not be deemed or construed for any reason or purposes whatsoever to) have or assume any liability or obligation whatsoever with respect to the Causeway or Renard Island, so long as not owned, occupied, operated, maintained, used and/or managed by Grantor or third parties. Grantor disclaims all rights, title and interest in the Causeway and/or Renard Island, and Grantee acknowledges such disclaimer. Subject to the limitations herein and unless caused, whether in whole or in part, by the intentional or gross misconduct of Grantor, its agents, employees, assigns, and/or affiliates, Grantee hereby expressly indemnifies, defends and holds Grantor (and all affiliates of Grantor) harmless from and against all claims, losses, actions, suits or damages (including without limitation attorneys' fees) of any sort, known or unknown, arising out of Grantee's past, present and/or future construction, maintenance, use, operation, management and/or access to/from either of the Causeway and/or Renard Island via the Roadway, Easement Area or this Easement Agreement. Subject hereto, Grantee's indemnification of Grantor hereunder specifically includes indemnification from and against any and all damages caused, whether

directly or indirectly, by Grantee's transportation, generation, storage, remediation or presence of hazardous or toxic materials of any sort, type or nature whatsoever.

- I. **Headings.** The section titles have been inserted in this Easement Agreement primarily for convenience, and do not define, limit or construe the contents of such paragraphs. If headings conflict with the text, the text shall control.
- J. **Governing Law.** This Easement Agreement shall be deemed to have been made in Brown County, State of Wisconsin, and shall be governed by, construed under, and enforced in accordance with the law of the State of Wisconsin. All actions or proceedings relating directly or indirectly, to this Easement Agreement, whether sounding in contract or tort, shall be litigated only in the courts located in Brown County, Wisconsin.
- K. **Rights Cumulative.** The rights and remedies of the Parties, whether provided by law or provided by this Easement Agreement, shall be cumulative, and the exercise of any one or more of such remedies shall not preclude the exercise at the same or different times of any other such remedies for the same event of default, or of any remedies for any other event of default by the other Party. No waiver is made by any Party with respect to the performance or manner or time of any obligation of any Party under the Easement Agreement, shall be considered a waiver of any rights of a Party to enforce any other obligations of the Parties under this Easement Agreement. Delay of any Party in the enforcement of any term, condition, or covenant contained in this Easement Agreement shall not be construed as a waiver of any Party's right to enforce said obligation.
- L. **No Special Assessments.** The Grantee hereby agrees and covenants that it shall not at any time following the recording of this Easement Agreement, tax or specially assess any portion of the Easement Area or the Servient Parcel for special assessments regarding the Roadway, or improvements constructed in connection with this Easement Agreement or the Roadway at any time in the future, including without limitation, special assessments for further Roadway improvements, paving, curb and gutter installation, sanitary or storm sewer, sidewalks, and the like (provided that Grantor does not request such improvements on its behalf or for its benefit). Grantee hereby covenants, that at all times during which the Roadway is in effect hereunder, the value of the real estate identified on the attached Exhibits shall not be assessed any value in determining the Real Estate taxes
- M. **Miscellaneous.** This Easement Agreement and the Exhibits hereto constitute the entire agreement of the Parties, and shall not be modified except in a subsequent writing signed by the Parties (or a successor or assign) and any person holding an interest in the land directly affected hereby. Each of the individuals executing this Easement Agreement on behalf of a Party represents and warrants that they have all power and authority necessary to execute this Easement Agreement. Nothing in this Easement Agreement shall be construed to make the Parties hereto partners or joint venturers, or to render any of said Parties liable for the debts or obligations of the other. No delay or omission by any of the Parties hereto to exercise any right or power occurring upon any non-compliance or failed performance by another Party under the provisions of this Easement Agreement shall impair any such right or power to be construed to be a waiver thereof. A waiver by any of the Parties hereto of any of the covenants, conditions or agreements hereof to be performed by another, shall not be construed to be a waiver of any succeeding breach thereof or of any other covenant, condition or agreement contained herein. If

any provision, or portions thereof, of this Easement Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Easement Agreement, or the application of such provision, or portion thereof, to any other persons or circumstances shall not be affected thereby and each provision of this Easement Agreement shall be valid and enforceable to the fullest extent permitted by law. As an easement in gross, the Easement and rights granted hereunder to the Roadway are not assignable without Grantor's express, advance, written consent.

- N. **Public Benefit.** The Grantee, having determined that its citizens and other members of the general public would benefit from this Easement Agreement, accepts the Easements granted hereby, to have and to hold said Easements as above-described and subject to the limitations set forth herein, with hereditaments and appurtenances unto the Grantee, its heirs and assigns forever.

[Signature page(s) follows.]

IN WITNESS WHEREOF, the undersigned have set their hand and seal, if any, for this Easement Agreement, and have executed this Easement Agreement as follows:

GRANTOR: McDonald Lumber Company, Inc.

By: Chester A. McDonald
Chester A. McDonald, President

Date: 9/16/15

State of Wisconsin)
) ss.
County of Brown)

Personally came before me this 16 day of September, 2015, the above named Chester A. McDonald, to me known who executed the foregoing instrument and acknowledged that he executed the foregoing instruments with full authority as an officer of McDonald Lumber Company, Inc., by his authority.



Timothy J. McCool
Notary Public
My commission (expires) (is): 12/31/16

GRANTEE: Brown County

By: _____
Troy Streckenbach, County Executive

Date: _____

ATTEST:

By: _____
Sandra L. Juno, County Clerk

Date: _____

State of Wisconsin)
) ss.
County of Brown)

Personally came before me this _____ day of _____, 2015, the above named Troy J. Streckenbach, County Executive of Brown County, Wisconsin to me known to have executed the foregoing instrument and acknowledged that he executed the foregoing instruments with full authority as an Officer of the Grantee, by his authority.

Notary Public
Print Name: _____
My commission (expires) (is): _____

State of Wisconsin)
) ss.
County of Brown)

Personally came before me this _____ day of _____, 2015, the above named Sandra L. Juno, County Clerk for Brown County, Wisconsin to me known to have executed the foregoing instrument and acknowledged that she executed the foregoing instruments with full authority as an Officer of the Grantee, by his authority.

Notary Public
Print Name: _____
My commission (expires) (is): _____

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* * *

This document drafted by:
Attorney Juliana M. RuenzelBrown County Corporation Counsel

14019793.5

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No. 11h taken out of order, after item #8.

Public Safety Committee

No. 11i -- **ORDINANCE RE: CREATING SECTIONS 3.091 OF CHAPTER 3 OF THE BROWN COUNTY CODE ENTITLED "CRIME PREVENTION FUNDING BOARD"**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Sections 3.091 of Chapter 3 of the Brown County Code is created to read as follows:

3.091 CRIME PREVENTION FUNDING BOARD . The Brown County Crime Prevention Funding Board is hereby created in accordance with Wisconsin Statutes §59.54 (28), as amended from time to time.

Section 2 - This ordinance shall become effective upon passage and publication.

Respectfully submitted,

PUBLIC SAFETY COMMITTEE

Approved By: /s/ Troy Streckenbach Date: 10/26/2015
County Executive

Approved By: /s/ Sandra Juno Date: 10/29/2015
County Clerk

Approved By: /s/ Patrick Moynihan Date: 10/21/2015
County Board Chair

Drafted by Corporation Counsel
Final Draft Approved by Corporation Counsel

A motion was made by Supervisor Nicholson and seconded by Supervisor Buckley **"to adopt"**.
Voice vote taken. Motioned carried unanimously with no abstentions.

ATTACHMENT TO ORDINANCE #11i
ON THE FOLLOWING PAGE

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23800
GREEN BAY, WI 54305-3800



WARREN P. KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 10/21/2015
REQUEST TO: County Board
MEETING DATE: 10/21/15
REQUEST FROM: Public Safety Committee

REQUEST TYPE: ☐ New resolution ☐ Revision to resolution
☒ New ordinance ☒ Revision to ordinance

TITLE: An Ordinance creating Section 3.091 of Chapter 3 of the Brown County Code entitled "Crime Prevention Funding Board."

ISSUE/BACKGROUND INFORMATION: An Ordinance to create a Crime Prevention Funding Board.

ACTION REQUESTED:

It is requested that the County Board approve the Ordinance to create a Crime Prevention Funding Board.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
 - a. If yes, what is the amount of the impact? _____
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☒ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

11

Public Safety Committee

No. 11j -- ORDINANCE RE: CREATING SECTIONS 30.021 OF CHAPTER 30 OF THE BROWN COUNTY CODE ENTITLED "CRIME PREVENTION FUNDING BOARD SURCHARGE"

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Sections 30.021 of Chapter 30 of the Brown County Code is created to read as follows:

30.021 CRIME PREVENTION FUNDING BOARD SURCHARGE. The Courts of Brown County shall impose a crime prevention funding board surcharge in the amount of \$20 per count, or in the amount as amended from time to time by the State, for each count involving a misdemeanor or felony conviction, whenever the court imposes a sentence or places a person on probation pursuant to Wis. Stat. §973.0455, as amended from time to time. All funds shall be placed in an account for use by the Crime Prevention Funding Board created in accordance with Wisconsin Statutes §59.54 (28).

Section 2 - This ordinance shall become effective upon passage and publication.

Respectfully submitted,

PUBLIC SAFETY COMMITTEE

Approved By: /s/ Troy Streckenbach Date: 10/26/2015
County Executive

Approved By: /s/ Sandra Juno Date: 10/29/2015
County Clerk

Approved By: /s/ Patrick Moynihan Date: 10/21/2015
County Board Chair

Drafted by Corporation Counsel
Final Draft Approved by Corporation Counsel

Fiscal Note: This ordinance does not require an appropriation from the General Fund. The Clerk of Courts will incorporate this surcharge into their normal fee collection process. It is projected that the surcharge will generate up to \$12,000 in revenue.

A motion was made by Supervisor Clancy and seconded by Supervisor Buckley **"to adopt"**.
Roll call vote taken.

Ayes: Sieber, De Wane, Nicholson, Hoyer, Haefs, Erickson, Kaye, Buckley, Landwehr, Dantine, Katers, Kaster, Van Dyck, Clancy, Campbell, Moynihan, Blom, Schadewald, Lund

Nayes: Gruszynski, Zima, Jamir, Robinson, Fewell

Abstain: Evans
Excused: La Violette

Total Ayes: 19 Total Nays: 5 Total Abstain: 1 Total Excused: 1

Motion carried.

ATTACHMENT TO ORDINANCE #11J
ON THE FOLLOWING PAGE

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



WARREN P. KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 10/21/2015
REQUEST TO: County Board
MEETING DATE: 10/21/15
REQUEST FROM: Public Safety Committee

REQUEST TYPE: ☐ New resolution ☐ Revision to resolution
☒ New ordinance ☒ Revision to ordinance

TITLE: An Ordinance creating Section 30.021 of Chapter 30 of the Brown County code entitled Crime Prevention Funding Board Surcharge.

ISSUE/BACKGROUND INFORMATION: An Ordinance to create a Crime Prevention Funding Board surcharge.

ACTION REQUESTED:

It is requested that the County Board approve the Ordinance to create a Crime Prevention Funding Board surcharge.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? _____
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☒ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

The Clerk of Courts will incorporate this surcharge into their normal fee collection process. It is projected that the surcharge will generate up to \$12,000 in revenue.

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

11

CLOSED SESSIONS

Committee of the Whole

No. 12 -- **Open Session:** Discussion and possible action regarding PMI contract and negotiation.

No. 13 -- **Closed Session:** Notice is hereby given that the governmental body will adjourn into a closed session during the meeting for discussion and possible action as to contract negotiations with PMI and the strategies to explore regarding said negotiations, closed session is authorized pursuant to Wisconsin Statutes Section 19.85 (1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

Chairman Moynihan read the legal notices pertaining to #13, #18 and #21.

A motion was made by Vice Chairman Lund and seconded by Supervisor Gruszynski to **“convene into closed sessions.”** Roll call vote taken. All votes were in the affirmative except Item #13, Supervisors Nicholson and Buckley voted “Nay”; and items #18 and #21, Supervisor Nicholson voted “Nay”. Motion carried.

No. 14 -- **Reconvene in Open Session:** Discussion and possible action regarding PMI contract negotiations.

A motion was made by Supervisor Kaye and seconded by Supervisor Nicholson **“to reconvene into open session”**. Voice vote taken. Motion carried unanimously with no abstentions.

A motion was made by Vice Chairman Lund and seconded by Supervisor Zima **“to receive and place on file”**. Voice vote taken. Motion carried unanimously with no abstentions.

No. 15-16 (Closed Sessions) Struck from agenda by Chairman Moynihan.

Planning Development and Transportation Committee

No. 17 -- **Open Session:** Discussion and possible action regarding the purchase and negotiations for property involving a future consolidated Highway Department site.

No. 18 -- **Closed Session:** Notice is hereby given that the governmental body will adjourn into a closed session during the meeting for discussion and possible action as to negotiations and bargaining for the purchase of property for a future consolidated Highway Department site. Closed session is authorized pursuant to Wisconsin Statutes Section 19.85 (1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reason require a closed session.

No. 19 -- **Reconvene in Open Session:** Discussion and possible action regarding the purchase and negotiations for property involving a future consolidated Highway Department site.

A motion was made by Supervisor Kaye and seconded by Supervisor Nicholson **“to reconvene into open session”**. Voice vote taken. Motion carried unanimously with no abstentions.

No action taken.

Public Safety Committee

No. 20 -- Open Session: Discussion and possible action regarding Medical Examiner Services.

No. 21 -- Closed Session: Notice is hereby given that the governmental body will adjourn into a closed session during the meeting for discussion and possible action as to contract strategies for the negotiation and bargaining of Medical Examiner Services pursuant to Wisconsin Statutes Section 19.85 (1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reason require a closed session.

No. 22 -- Reconvene in Open Session: Discussion and possible action regarding Medical Examiner Services, with possible contract negotiations and bargaining determinations.

A motion was made by Supervisor Kaye and seconded by Supervisor Nicholson **“to reconvene into open session”**. Voice vote taken. Motion carried unanimously with no abstentions.

Following, a motion was made by Supervisor Buckley and seconded by Supervisor Kaye **“to adopt”**. Voice vote taken. Motion carried unanimously with no abstentions.

Approved By: /s/ Troy Streckenbach Date: 10/26/2015

No. 23 -- SUCH OTHER MATTERS AS AUTHORIZED BY LAW.

Late Communication:

No. 23a -- FROM VICE CHAIRMAN LUND: ALLOW RETIRED EMPLOYEES THE OPPORTUNITY TO PAY FROM THEIR LONG TERM SICK PAY FUND INSURANCE PREMIUMS PAID TO ANOTHER SOURCE OTHER THAN BROWN COUNTY INSURANCE COVERAGE.

Referred to Administration and Executive Committees.

No. 24 -- BILLS OVER \$5,000 FOR PERIOD ENDING SEPTEMBER 30, 2015.

A motion was made by Supervisor Hoyer and seconded by Supervisor Campbell **“to pay the bills for the period ending September 30, 2015”**. Voice vote taken. Motion carried unanimously with no abstentions.

No. 25 -- CLOSING ROLL CALL.

Present: Sieber, De Wane, Nicholson, Hoyer, Gruszynski, Haefs, Erickson, Zima, Evans, Kaye, Buckley, Landwehr, Dantine, Katers, Kaster, Van Dyck, Jamir, Robinson, Clancy, Campbell, Moynihan, Blom, Schadwald, Lund, Fewell

Excused: La Violette

Total Present: 25 Total Excused: 1

No. 26 -- **ADJOURNMENT TO WEDNESDAY, NOVEMBER 4, 2015 AT 9:00 A.M.,
LEGISLATIVE ROOM #203, CITY HALL, 100 NORTH JEFFERSON STREET,
GREEN BAY, WISCONSIN.**

A motion was made by Supervisor Zima and seconded by Supervisor Evans “**to adjourn to the above date and time.**” Voice vote taken. Motion carried unanimously with no abstentions.

Meeting adjourned at 11:15 p.m.

/s/ Sandra L. Juno
SANDRA L. JUNO
Brown County Clerk

ATTACHMENTS TO RESOLUTION #11H
RE: COUNTY EXECUTIVE VETO
ON THE FOLLOWING PAGES

EXECUTIVE
Brown County

305 E. WALNUT STREET
P.O. BOX 23800
GREEN BAY, WI 54305-3800

PHONE (920) 448-4001 FAX (920) 448-4003



Troy Streckenbach

BROWN COUNTY EXECUTIVE

November 2, 2015

Chairman and Members of the Brown County Board of Supervisors:

I am vetoing two appropriations within the *October 21, 2015 "Resolution Authorizing the Use of Bonded and Levied Funds for Library Renovation"* because they raid funds that were originally intended for the renovation of the Downtown Central Library.

The 425 Library Renovation Fund has roughly \$1,200,000 to carry out \$1,600,000 in planned maintenance over the next five years of which the majority of the items were outlined and approved by the Brown County Board on July 18, 2012.* Diverting those funds from the original intent will require additional bonding or levy to make up any dollars taken from the account.

I am therefore vetoing \$300,983 for purchasing furniture, and \$122,574 for renovating the downtown parking lot.

If it is the desire of the Brown County Board to make additional investments beyond the original intent, it is my hope that they would do so through the budget process and not raid funds set aside for planned maintenance of the Downtown Central Library.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Troy Streckenbach", written over a horizontal line.

Troy Streckenbach
Brown County Executive

*Attachments: July 9, 2012 Executive Committee Report, as approved July 18, 2012 by Brown County Board; and Brown County Central Library Maintenance Plan

October 21, 2015

**TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS**

Ladies & Gentlemen:

**RESOLUTION TO AUTHORIZE THE USE OF
BONDED AND LEVIED FUNDS FOR LIBRARY RENOVATION**

WHEREAS, in March 2012, Brown County Board of Supervisors bonded for Library renovations at the Central Library and placed said bonded funds into the 425 Library Renovation Fund to be used for library construction projects; and,

WHEREAS, many of the Library projects done, did not qualify for use of the bonded funds, thereby, the Library was asked by the County to contribute levied funds to the 425 Library Renovation Fund; and,

WHEREAS, pursuant to the County's request, the Library did a budget adjustment transferring levied funds from their operating account to the 425 Library Renovation Fund; and,

WHEREAS, as these funds in the 425 Library Renovation Fund were to be used for facility improvements the funds were put under the oversight of the Public Works Department; and,

WHEREAS, levied funds appropriated for the Library are under the control of the Library Board, and should be repurposed within the discretion of the Library Board and should be under the authority of the Library Board; and,

WHEREAS, it is desirable to move the levied dollars, in the amount of \$300,983, located in the 425 Library Renovation Fund held for renovations back into the Library's budget to be used by the Library Board for the Brown County System-wide furniture replacement; and,

WHEREAS, funds bonded for by Brown County for the Library, back in 2012, were borrowed and designated for renovation purposes and under the State Statutes are required to be used for said purposes pursuant to Wisconsin Chapter 67; and,

WHEREAS, Brown County is responsible for disbursing funds in compliance with Chapter 67, and exercises control over the bond money and the manner in which it is disbursed, and is obligated to comply with the very purpose for which the bond was issued, which was Library improvements and renovations; and,

llh

WHEREAS, pending the approval of Bond Council, it is desirable for \$348,622^{226,046} of the \$970,680 bonded funds available located in the 425 Library Renovation Fund, be designated for use by the Library for renovation purposes as was the original intent of the bonding, for the Central Library parking lot renovation and reconfiguration adding ten spots at a cost not to exceed \$122,574^{226,056}, central auditorium renovations at a cost not to exceed \$180,392, and for central meeting room and meeting room foyer improvements not to exceed \$45,656; and,

WHEREAS, in the alternative, if Bond Council fails to approve the bond funds for the Central Library parking lot renovation, the Library would use the levied funds for that project, with the remaining levied dollars to be used to fund the furniture projects of highest priority, in order of priority at the following branches from highest to lowest priority as follows: Wrightstown Branch, East Green Bay Branch, Pulaski Branch, Ashwaubenon Branch and Kress Branch locations.

~~NOW, THEREFORE, BE IT RESOLVED~~, that the Brown County Board of Supervisors, do hereby resolve that levied dollars, in the amount of \$300,983, located in the 425 Library Renovation Fund held for renovations be removed from the oversight of the Public Works Department, and moved back into the Library's budget to be used under the discretion and authority of the Library Board for the Brown County System-wide furniture replacement.

BE IT FURTHER RESOLVED, pending the approval of Bond Council, that the bonded funds located in the 425 Library Renovation Fund, in the amount of \$348,622^{226,056}, of the \$970,680 available, be designated for use by the Library for renovation purposes as was the original intent of the bonding, and shall be used for the Central Library parking lot renovation and reconfiguration adding ten spots at a cost not to exceed \$122,574, central auditorium renovations at a cost not to exceed \$180,392, and central meeting room and meeting room foyer improvements not to exceed \$45,656.

~~BE IT FURTHER RESOLVED~~, in the alternative, if Bond Council fails to approve the bond funds for the Central Library parking lot renovation, the Library would use the levied funds for that project, with the remaining levied dollars to be used to fund the furniture projects of highest priority, in order of priority at the following branches from highest to lowest priority as follows: Wrightstown Branch, East Green Bay Branch, Pulaski Branch, Ashwaubenon Branch and Kress Branch locations.

BE IT FURTHER RESOLVED, it is found that the funds from the 425 Library Renovation Fund for use in facility improvements and renovations for the Brown County Library is in keeping with the original intent of the bonded and levied funds.

Respectfully submitted,

PLANNING, DEVELOPMENT AND
TRANSPORTATION COMMITTEE

llh

PROCEEDINGS OF THE BROWN COUNTY BOARD OF SUPERVISORS

July 18, 2012

Pursuant to Section 19.84 and 59.14, Wis. Stats., notice is hereby given to the public that the REGULAR meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** was held on **Wednesday, July 18, 2012, at 7:00 p.m.**, in the Legislative Room 203, 100 North Jefferson Street, Green Bay, Wisconsin.

The following matters will be considered:

Call to order at 7:00 p.m.

Invocation.

Pledge of Allegiance to the Flag.

Present: Sieber, De Wane, Nicholson, Hoyer, Hopp, Haefs, Erickson, Zima, Evans,
Vander Leest, Landwehr, Dantine, Williams, Kaster, Van Dyck, Schuller,
Robinson, Clancy, Wetzel, Moynihan, Steffen, Lund, Fewell

Excused: Buckley, La Violette, Carpenter

Total Present: 23 Total Excused: 3

No. 1 -- ADOPTION OF AGENDA.

A motion was made by Supervisor Kaster and seconded by Supervisor Nicholson "to adopt the agenda as presented". Voice vote taken. Motion carried unanimously with no abstentions to adopt the agenda.

No. 2 -- COMMENTS FROM THE PUBLIC:

- a) Must be limited to items not on the agenda.
- b) State name and address for the record.
- c) Comments will be limited to five minutes.
- d) The Board's role is to listen and not discuss comments nor take action of those comments at this meeting.

Lyle Wilquet, 1942 Ziese St., Green Bay spoke on his concerns with the materials obtained at the Brown County Library.

No. 3 -- APPROVAL OF MINUTES OF JUNE 20, 2012 COUNTY BOARD MEETINGS

A motion was made by Supervisor Nicholson and seconded by Supervisor De Wane "to approve the minutes of June 20, 2012." Voice vote taken. Motion carried unanimously with no abstentions.

TAKEN OUT OF ORDER: Nos. 9c; 11a-d; 10j; 9d

No. 9c -- REPORT OF EXECUTIVE COMMITTEE OF JULY 9, 2012

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EXECUTIVE COMMITTEE met in regular session on July 9, 2012 and recommends the following motions:

1. Appointment of Supervisor Tom Sieber to Land Information Council. To approve.
2. * Communication from Supervisor Steffen re: Term-limits for Brown County Supervisors.
To refer to Corporation Counsel for disposition of communication.
- * Refer item #2 to Corporation Counsel as per the County Board on 7/18/2012.
3. Communication from Supervisor Steffen re: Nomination signature threshold for candidates seeking the office of County Supervisor to lower to 50 and 100 signatures. Receive and place on file. Approved 6-1.
4. Communication from Supervisor Steffen: Review, discuss and take action on requiring standardized, staff reports for public policy items and monthly reports. To send to County Board Chairman Moynihan and County Board Vice-Chairman Lund and work in concert with Administration.
5. Communication from Supervisor Robinson re: Request that the County Board (1) hold a special visioning session or series of visioning sessions and (2) consider putting together a Master Plan to guide the work of County Government. Held for one month to bring back additional information. To hold for one month.
6. Communication from Supervisor Sieber re: To have Human Resources include their rationale for the salary assigned to any new department head in the packet which the County Board receives prior to confirmation vote.
 - i. To receive and place on file.
 - ii. To reconsider Communication #6.
 - iii. To refer to next month's Executive Committee to have staff provide their point factoring information.
7. Communication from Supervisor Moynihan re: Request approval of amending Brown County Code of Ordinances 2.13 (5)(f) to delete "and discussion pertinent to the subject matter". To hold for 60 days.
8. ** Request for Approval - Public Works Director's Report on Central Library Maintenance Assessment. Receive and place on file.
- ** Amended by the County Board on 7/18/2012 as follows: To approve the Public Works Director's Report on Central Library maintenance and proceed with the maintenance using the \$1.5 million already bonded for by the County Board (Approved 14-9). Proceed with safety concerns, the high priority and planned maintenance items identified in the Public Works maintenance assessment not to exceed \$1.5 million (Approved 23-0).

9. Request for Approval - Central Library RFP.
 - i. To approve.
 - ii. To approve with the addition of adding building new as an option in the RFP. MOTION PASSED 5 - 2.
10. Review and Possible Action on Legal Bills to be paid. Pay the bills.
11. County Executive Report.
 - a) Budget Update. Receive and place on file.
12. Labor Attorney Report.
 - a) Healthcare Plan 2013. To approve adopting the high deductible plan for 2012.
 - b) Discussion of Chapter 4 Revisions. See item #23.
13. Vacant Budgeted Positions - Child Support – Accounting Technician – vacated 6/2012. See #19.
14. Vacant Budgeted Positions - County Clerk – Account Clerk – vacated 6/2012. See #19.
15. Vacant Budgeted Positions - Human Services/CTC – Clerk III – vacated 5/2012. See #19.
16. Vacant Budgeted Positions - Human Services/CTC – Food Service Supervisor (.5 FTE) – vacated 6/2012. See #19.
17. Vacant Budgeted Positions - Human Services – Social Worker/Case Manager – Adult LTC – vacated 5/2012. See #19.
18. Vacant Budgeted Positions - Human Services – Social Worker/Case Manager – Child Protection Intake/Ongoing x2 - vacated 3/2012 & 6/2012. See #19.
19. Vacant Budgeted Positions - Public Works/Facility Management – Clerk Typist II – vacated 6/2012.
 - i. To suspend the rules to take items #13 through #19 together. MOTION PASSED 6 - 1.
 - ii. To approve items #13 through #19. MOTION PASSED 6 - 1.
20. Resolution re: Authority to Execute a 2012 Labor Agreement with the Brown County Human Services Professional Employees Association. To approve. See Resolutions, Ordinances July County Board.
21. Resolution re: Authority to Execute a 2012 Labor Agreement with the Brown County Human Services Para-Professional Employees Association. To approve. See Resolutions, Ordinances July County Board.
22. Resolution re: the Reclassification of the Director of Port and Solid Waste Position. To approve. See Resolutions, Ordinances July County Board.
23. Ordinance to Amend Chapter 4 of the Brown County Code entitled "Personnel Rules and Regulations". To approve Chapter 4 as presented and have Administration provide the fiscal impact under 4.57 in regard to "forced" overtime and have those numbers be presented at the next regular Executive Committee meeting. See Resolutions, Ordinances July County Board.
24. Resolution re: Change in Table of Organization Information Services – Delete Technology Services Manager / Add Server, Storage and Virtualization Specialist. To approve. See Resolutions, Ordinances July County Board.
25. Resolution re: Change in Table of Organization Human Services – Delete Administrative Assistant I / Add Clerk IV. To approve. See Resolutions, Ordinances July County Board.
26. Resolution to Authorize Use of Funds to Retain Outside Counsel. To approve. See Resolutions, Ordinances July County Board.

A motion was made by Supervisor Zima and seconded by Supervisor Fewell "to adopt".

Supervisor Erickson requested Item #8 be taken separately; Supervisor Haefs requested Item #2 be taken separately and Supervisor Steffens requested Item #3 be taken separately. Voice vote taken on remainder of report. Passed unanimously with no abstentions.

Item #2 -- Communication from Supervisor Steffen re: Term-limits for Brown County Supervisors. COMMITTEE ACTION: To refer to Corporation Counsel for disposition of communication.

A motion was made by Supervisor Zima and seconded by Supervisor Fewell **"to adopt by referring to Corporation Counsel"**. Voice vote taken. Motion carried with Supervisors Haefs, Kaster and Dantine voting nay.

Item #3 -- Communication from Supervisor Steffen re: Nomination signature threshold for candidates seeking the office of County Supervisor to lower to 50 and 100 signatures. COMMITTEE ACTION: Receive and place on file. Approved 6-1.

A motion was made by Supervisor Kaster and seconded by Supervisor Van Dyck **"to adopt"**.

Following discussion, a motion was made by Supervisor Steffens and seconded by Supervisor Robinson **"to adjust the number of signatures to 50 signatures"**. Vote taken. Roll Call #9c3(1):

Ayes: Robinson, Wetzel, Steffen

Nays: Sieber, De Wane, Nicholson, Hoyer, Hopp, Haefs, Erickson, Zima, Evans, Vander Leest, Landwehr, Dantine, Williams, Kaster, Van Dyck, Schuller, Clancy, Moynihan, Lund, Fewell

Excused: Buckley, La Violette, Carpenter

Total Ayes: 3 Total Nays: 20 Excused: 3

Motion defeated.

Item #8 -- Request for Approval -- Public Works Director's Report on Central Library Maintenance Assessment. COMMITTEE ACTION: Receive and place on file.

A motion was made by Supervisor Lund and seconded by Supervisor Sieber **"to suspend the rules to allow interested parties to address the Board"**. Voice vote taken. Motion carried unanimously with no abstentions.

Ben Schenkelberg, 3309 Spur Lane, an experienced area architect, stated he reviewed the Library and \$17-\$23 million is the price tag. He supports looking at the Library in a totally different way. Mr. Schenkelberg thinks there are ways to fix things without ripping the whole building apart. For \$17-\$23 million we should have a new building.

A motion was made by Supervisor Erickson and seconded by Supervisor Zima **"to return to the regular order of business"**. Voice vote taken. Motion carried unanimously with no abstentions.

A motion was made by Supervisor Zima and seconded by Supervisor Kaster **"to approve the Public Works Director's Report on Central Library maintenance and proceed with the maintenance using the \$1.5 million already bonded for by the County Board"**.

Following discussion, a motion was made by Supervisor Van Dyck and seconded by Supervisor Lund **"to amend Supervisor Zima's motion by adding: proceed with safety concerns, the high priority and planned maintenance items identified in the Public Works Maintenance Assessment not to exceed \$1.5 million"**.

A motion was made by Supervisor Steffens and seconded by Supervisor Hopp **"to refer Item #8 back to Committee"**. Vote taken. Roll Call #9c8(1):

Ayes: Sieber, Hopp, Robinson, Clancy, Wetzel, Steffen, Fewell
Nays: De Wane, Nicholson, Hoyer, Haefs, Erickson, Zima, Evans, Vander Leest, Landwehr, Dantine, Williams, Kaster, Van Dyck, Schuller, Moynihan, Lund
Excused: Buckley, La Violette, Carpenter

Total Ayes: 7 Total Nays: 16 Excused: 3

Motion defeated.

A motion was made by Supervisor Zima and seconded by Supervisor Erickson **"to approve Supervisor Van Dyck's amendment to Supervisor Zima's motion by adding: proceed with safety concerns, the high priority and planned maintenance items identified in the Public Works Maintenance Assessment not to exceed \$1.5 million"**. Vote taken. Roll Call #9c8(2):

Ayes: Sieber, De Wane, Nicholson, Hoyer, Hopp, Haefs, Erickson, Zima, Evans, Vander Leest, Landwehr, Dantine, Williams, Kaster, Van Dyck, Schuller, Robinson, Clancy, Wetzel, Moynihan, Steffen, Lund, Fewell
Excused: Buckley, La Violette, Carpenter

Total Ayes: 23 Excused: 3

Motion carried unanimously with no abstentions.

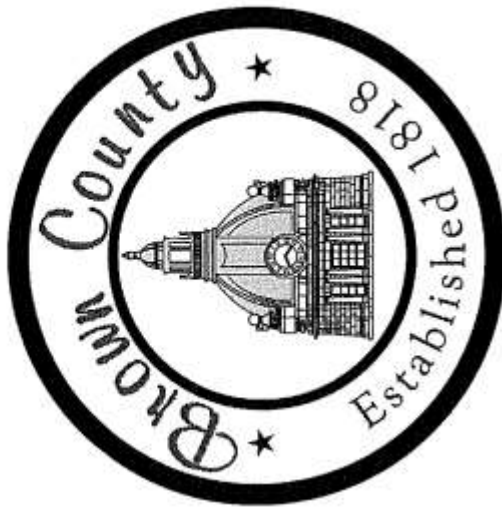
A motion was made by Supervisor Zima and seconded by Supervisor Van Dyck **"to approve Supervisor Zima's motion with Supervisor Van Dyck's amendment as follows: To approve the Public Works Director's Report on Central Library maintenance and proceed with the maintenance using the \$1.5 million already bonded for by the County Board. Proceed with safety concerns, the high priority and planned maintenance items identified in the Public Works Maintenance Assessment not to exceed \$1.5 million"**. Vote taken. Roll Call #9c8(3):

Ayes: De Wane, Haefs, Erickson, Zima, Vander Leest, Landwehr, Dantine, Williams, Kaster, Van Dyck, Schuller, Moynihan, Steffen, Lund
Nays: Sieber, Nicholson, Hoyer, Hopp, Evans, Robinson, Clancy, Wetzel, Fewell
Excused: Buckley, La Violette, Carpenter

Total Ayes: 14 Total Nays: 9 Excused: 3

Motion carried.

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BROWN COUNTY CENTRAL LIBRARY
MAINTENANCE ASSESSMENT

July 2012

Brown County Public Works
Facility Management
Green Bay, Wisconsin

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DEFINITIONS

Deferred Maintenance is defined as postponing or mismanaging maintenance activities such as repairs in order to save costs, meet budget funding levels, or improper maintenance protocol. The failure to perform needed repairs could lead to asset deterioration and ultimately asset impairment. Generally, a policy of continued deferred maintenance may result in higher costs, asset failure, and in some cases, health and safety implications.

Planned Maintenance is defined as the proactive repair or replacement of a building system or component prior to, or at, the end of its projected useful service life.

Capital Improvement is defined as any building system, or component, addition or enhancement which will add to the value or useful life of the physical asset. Usually Capital Improvements require justification to support the expenditure such as ROI analysis.

EXECUTIVE SUMMARY

The Brown County Public Works Facility Management (FM) condition report (Project) was limited to the following:

- Maintenance issues that are only for the existing Central Library site and facility "as is". No system repairs, upgrades and modernizations are due to program-driven remodeling or comprehensive renovation.
- Estimated costs are not detailed price quotes from construction contractors. These estimates are conclusions reached based on the reviews and interviews referenced herein below.
- Maintenance related repairs, upgrades and modernizations do not address program issues or space needs necessary to meet the program-driven needs of current and future Central Library users.

In addition, this Project for the Brown County Central Library took into consideration data collected from the following sources:

- FM working knowledge and facility tour of the Central Library
- Informational interviews with the Brown County Library Director and key Central Library facility maintenance staff
- Review of the 2009 Boldt Brown County Central Library Facility Assessment
- Review of the September 2009 General Energy Corporation Brown County Library System Energy Audit Report

A number of various values ranging from \$8,000,000 to \$12,500,000 (Values) have been used in County presentations to describe what has been characterized as deferred maintenance for the County Central Library. After drilling into the various Values that were used, and based on the aforementioned Definitions, the Public Works Department's conclusion is that High Priority Safety Concerns and Deferred Maintenance issues for the Project amounts to approximately \$801,000. Adding certain Planned Maintenance issues, the total maintenance needs for the Project for the next 5 years are estimated at approximately \$1,879,200.

An amount of \$375,000, which is a portion of the above-listed estimated maintenance issues of \$1,879,200, has been funded in the 2012 budget, leaving an unfunded balance of approximately \$1,504,200.

The differences between the above-mentioned Values which were often used in County presentations and the approximately \$1,879,200 identified by the Public Works Department are those capital improvement items identified and defined herein and, as a result of program driven needs, the additional work required to replace or modify entire building systems, components, or structures.

A wide range of maintenance-driven issues exist within the Brown County Central Library. For purposes of this presentation, these issues are broken into 4 categories, High Priority Safety Concerns (Exhibit A), Deferred Maintenance (Exhibit B), Planned Maintenance (Exhibit C), and Capital Improvements (Exhibit D).

Executive Summary: (Continued)

The building was well designed and constructed 40 years ago. Certain of the building systems and system components have not been properly maintained or are now obsolete. The following highlight the conclusions in regard to the overall condition of the Library as of this writing:

- The existing Central Library building is structurally sound and the foundation, superstructure (building above grade) and the structural system are in good overall condition.
- The existing roof system is only five years old and in good condition with a remaining projected useful life of approximately 15 years.
- The Central Library has numerous maintenance-driven issues that focus primarily on the exterior building envelope; mechanical, electrical and plumbing (MEP) systems; and interior finishes and furniture. The need to repair, upgrade and/or modernize these building systems is expected due to age, usage and condition.
- There are seven (7) safety concerns which should be completed within a relatively short timeframe of approximately 12 months or less.
- There are two (2) deferred maintenance issues which should be completed within a short timeframe due to the inability to secure replacement parts and due to ADA regulations. We recommend a 24 month timeframe.
- There are seventeen (17) planned maintenance issues which should be completed over a recommended 5-year timeframe.
- There are thirteen (13) capital improvement items which should be completed if these expenditures can be justified by looking into ROI or similar project evaluation techniques.

The following table sets forth the priorities and corresponding estimated amounts to cure:

Category	Estimated Maintenance Cost (By Priority)	Estimated Cost (By Category)
Safety Concerns (complete w/in 12 months)	\$153,000	\$153,000
High Priority (complete w/in 24 months)	\$648,000	\$648,000
Planned Maintenance (complete w/in 5 years)	\$1,078,200	\$1,078,200
Capital Improvements		\$1,679,000
TOTAL	\$1,879,200	\$3,558,200

For a more detailed explanation, please refer to the attached Exhibits (A through D).

Exhibit A: High Priority Safety Concerns - Complete within 12 Months:

<i>Item</i>	<i>Description</i>	<i>Estimated Cost</i>	<i>Comments</i>
1.	Main Disconnect Switch on Main Service Replacement COMPLETED	\$50,000	<p>Main circuit breaker on the switchgear should be replaced. This is a safety concern as it does not reset and will not protect against fault.</p> <p>The main power disconnect for the building located on the incoming service switchboard in the basement needs to be replaced. Due to age of this device it is no longer readily available from the original manufacturer (Square D). The replacement of this disconnect switch is important for several reasons:</p> <ol style="list-style-type: none"> 1) Circuit breaker may not operate properly when a fault occurs (may not open if experiencing a fault) 2) May not reset (close) after opening. 3) May not protect against an external fault which may be as high as 10,000 available interrupting current (AIC)
2.	Interior Emergency Lighting Upgrade COMPLETED	\$12,000	<p>Install additional emergency lighting throughout the facility. This is a safety concern. Bring emergency lighting up to minimum code requirements. Interior emergency lighting does not meet code minimums of an average of 1 foot candle (fc) along all paths of egress.</p> <p>Additional emergency lights should be located throughout the facility to provide the code mandated emergency lighting required to safely get library patrons and personnel safely out of the building. Key areas would be each of the office and workroom areas as well as the Children's, Popular Library, Reference and second floor book areas.</p>
3.	Exterior Emergency Lighting Installation COMPLETED	\$12,000	<p>There are no exterior emergency light fixtures at building exits. This is a safety concern. Provide emergency lighting at each of the building exits on the exterior of the building.</p> <p>In today's code, a minimum of two lamped emergency fixtures are required at each required emergency exit for a building.</p>
4.	Stairwell Exit Lighting Upgrade COMPLETED	\$6,000	<p>Add exit lighting in stairwells at exits to grade. This is a mandatory requirement that should be provided immediately. Exit lighting in stairwells is not adequate.</p> <p>In general, exit lighting in the stairwells is found on the floor exiting to grade. What has been provided in some instances is a luminescent sticker located on the exit door. A requirement of an exit sign is that it produces 5 foot candles of illumination from its face. These luminescent signs do not provide this. Exit lighting if on other floors that do not exit to grade should clearly identify the path of egress.</p>

Exhibit A: High Priority Safety Concerns - Complete within 12 Months: (Continued)

<i>Item</i>	<i>Description</i>	<i>Estimated Cost</i>	<i>Comments</i>
5.	Circuit Breakers Testing NOT COMPLETED Significantly more expensive than the original cost estimate The testing of existing circuit breakers can be completed over time via routine maintenance by Library maintenance staff at a lesser cost.	\$18,000	Each breaker should be tested to confirm they will trip due to an overload or fault. This should be done every five years. These breakers have not been through a preventative maintenance program (cleaning of panel board interior, checking breakers). Circuit breakers should be tested and cleaned periodically to insure proper operation.
6.	Arc Flash Study COMPLETED	\$26,000	Provide an arc fault study on all major pieces of electrical equipment. Provide documentation on each piece of equipment stating Incident Energy, Clear Zone when working on equipment and appropriate personal protection equipment (PPE). Flash protection ratings are not identified on panels. This was an addition to the National Electric Code (NEC) in 1999 and is now being enforced by local authorities having jurisdiction. An Arc Flash Study, involving all branch panels including the main service switchboard, should be completed such that Arc Flash Hazard identification may be placed on each piece of electrical equipment. This identification will help any qualified or maintenance personnel review the potential hazards prior to working on these pieces of electrical equipment. These pieces of identification provide assistance in determining severity of potential exposure, planning safe work practices, and selecting personal protective equipment.
7.	Uneven Concrete Slabs Replacement COMPLETED	\$29,000	Existing concrete flat work in the outdoor plaza and walkways have heaved. Heaved concrete sections create uneven walking and accessible pathways and present a tripping hazard. The permanent solution is to replace the areas of uneven concrete walkway sections with 2 inches of rigid insulation underneath to prevent future heaving.
TOTAL		\$153,000	

Exhibit B: Deferred Maintenance - Complete in 12 to 24 Months:

<i>Item</i>	<i>Description</i>	<i>Estimated Cost</i>	<i>Comments</i>
1.	Passenger Elevators Replacement COMPLETED	\$365k to \$406k (These costs do not include possible elevator shaft reconfigurations)	The two existing passenger elevators and elevator equipment need to be replaced due to age and condition. This system is beyond the end of its projected service life. Additionally, the elevators cabs and interior controls are not ADA compliant. The elevator system equipment is obsolete and replacement parts are no longer available for maintaining this system. These elevators are not reliable and may stop working prior to letting passengers off at the predetermined floor stop. The elevator controllers are remotely located in the basement which can be accessed through the periodical storage location. The doors on each of the elevator controllers are currently left open to allow for air circulation to prevent equipment from overheating. However, heat in this room builds up and may be contributing to the stoppage problems for the elevators.
2.	Freight Elevator Replacement COMPLETED	\$188k to \$242k (2,500# to 3,500# capacity)	Similar to the passenger elevators, the existing freight elevator and elevator equipment are original. Due to age, condition, and lack of available replacement parts for repairs and maintenance this elevator system should be replaced on a priority basis.
TOTAL		\$553,000 to \$648,000	

Exhibit C: Planned Maintenance - Complete within 5 Years:

<i>Item</i>	<i>Description</i>	<i>Estimated Cost</i>	<i>Comments</i>
1.	Rooftop Disconnect Switch Replacement COMPLETED	\$1,200	The disconnect switch on the exterior rooftop unit is rusted badly. The 30A disconnect switch on the rooftop condensing unit should be replaced.
2.	3rd Floor Condensing Unit Replacement COMPLETED	\$14,000	The unit is nearing, or at, the end of its projected life expectancy as identified by ASHRAE standards. At some point in time, failure may occur. This unit should be replaced proactively in the near future.
3.	Book Drop Modifications	\$6k to \$12k	The existing book drop has water leaking issues, as well as a security breach. Consideration should be given to address weather-proofing problems and addressing potential security issues.
4.	Data/Communications IDF Relocation	\$9,000	Relocate the data system Intermediate Distribution Frame (IDF) from its existing location on the second floor to a secure location. The IDF currently located on the second floor, just out of the main circulation, is located in an area that is not secure. This equipment provides connection to the Library's computers and telephones. The IDF should be relocated to a room that is locked and is not open to the public. If relocation is not possible, then a secure and ventilated enclosure should be constructed around the existing equipment.
5.	Duct and Coil Cleaning	\$81k to \$116k	<p>The original building duct systems were well constructed. However, there are a couple of locations (return duct next to AC#7 and 64 x 20 supply duct above room 244A) where ductwork has been damaged and requires additional stiffeners. Duct liner installed in the mechanical rooms is dirty and delaminating. There is no duct insulation outside of the mechanical rooms.</p> <p>Cleaning of HVAC duct systems and coils will dramatically improve overall efficiency. Years of dust and debris that have accumulated on existing coils needs to be removed.</p> <p>All duct systems (supply, return, exhaust, intake and relief) should be cleaned. All grilles, registers, and diffusers should be removed and cleaned. Mechanical room ducts that are currently lined should be relined or externally insulated.</p> <p>All ducts should be sealed to SMACNA's 2" pressure classification, as a minimum. Main trunk and branch supply ducts outside of the mechanical rooms are un-insulated. These un-insulated duct runs create condensation that drips down onto ceiling tile throughout the Library.</p> <p>Insulating these ducts to reduce heat gain and eliminate the possibility of condensation is highly recommended. The steps outlined above will involve a significant investment as it will involve removal and replacement of many suspended ceiling assemblies.</p> <p>New lay-in type ceilings for the proper servicing of mechanical components is highly recommended. New lay-in ceilings will require new ceiling diffusers. The benefits will be a significant improvement in indoor air quality and comfort.</p>
6.	Retro-Commissioning	\$58,000	Retro-commissioning of the existing HVAC system to original specifications is highly recommended.

Exhibit C: Planned Maintenance - Complete within 5 Years: (Continued)

Item	Description	Estimated Cost	Comments <i>(Continued from Previous Page)</i>
			<p>After completion of the duct and coil cleaning and rework described in Item #5, the HVAC systems should be balanced to design air quantities and retro-commissioned to original and/or new specifications. It should be expected that operation in accordance with the original design would increase current operating costs. The current system displays excessive air velocity and noise due to fan speed settings. This causes too much air movement and noise in numerous Library work spaces. The rebalancing and retro-commissioning process should address these issues.</p> <p>The existing duct insulation in the mechanical room duct work is crumbling and clogging air handling baffles. The periodic removal of this hardened surface debris requires intensive time and effort by in-house maintenance staff.</p> <p>There are three (3) toilet exhaust fans and five (5) other general or area exhaust fans. All fans are original to the building and there is nothing to indicate they will not continue to provide good service. It is very common for fans to serve multiple rooms.</p> <p>A thorough cleaning of all ductwork and exhaust fans will significantly improve the ventilation of the existing rooms. All ductwork and exhaust registers should be cleaned as outlined above. The exhaust rates for the individual spaces appears adequate and in compliance with today's code.</p> <p>It should also be noted that currently the building is not operating at recommended ventilation rates and the zone controls are essentially non-functional during the cooling season. The building energy usage average is approximately 140,000 bu/sq. ft./yr. Energy retrofits as outlined above; reduced lighting energy, and improvements to the building envelope could bring energy consumption down 40% +/-.</p>
7.	Humidifiers & AHUs Retro-Commissioning	\$232,000	<p>Retro-commissioning of unit humidifiers and re-insulation of air handling units (AHUs) is recommended. With retro-commissioning these AHUs could be expected to last another 18 to 20 years.</p> <p>The units are in original condition with relatively few maintenance issues over their life. There is a fair amount of corrosion on the cooling main drain pans on AHU 2 & 5. This will be a problem at some point in the near future. The units are equipped with the original dampers, filter assemblies, coils and fans. The units have some holes that should be patched where controls were removed at some point. The unit humidifier is non-functional and not worth repairing. The air handling units have been converted to digital control. Controls on two of the units have a history of not operating properly.</p> <p>The air-handling units should be thoroughly cleaned including all of the coil and fan sections. The units should be refitted with a 2" rigid plenum liner with a durable face. After cleaning it may be determined that cooling coil section bottom pans should be assessed for replacement – in particular the pans on AHU 2 & 5.</p>

Exhibit C: Planned Maintenance - Complete within 5 Years: (Continued)

Item	Description	Estimated Cost	Comments (Continued from Previous Page)
			<p>Proper damper operation should be verified. The roll filter assembly should be removed and replaced with 2" MERV 8-rated pleated filters, as a minimum. Conversion to VAV as outlined above would replace the unit motors with high-efficient VFD rated motors speed controlled by variable speed drives. Duct smoke detectors should be added to comply with current code requirements. The condensing unit on AHU-9 has had numerous problems in prior years and should be replaced. Consideration should be given to extending chilled water to this unit as the source of cooling. The units should be retro-commissioned to the original specifications.</p> <p>A summary of recommendations for air-handling units 1-8 are as follows:</p> <ul style="list-style-type: none"> • Thoroughly clean the unit including the fans and coils • Replace the filter section and install a new rack housing (more efficient - 2" pleated filters similar to FARR 30/30) • Re-insulate the interior of the unit with a minimum 1" high-density duct liner • Replace the cooling coil drain pans on the 2 units noted • Install new high-efficiency motors and variable speed drives
8.	Handicap Accessibility Compliance	\$86k to \$116k	<p>Many non-compliant ADA features exist throughout the facility. Compliance would include: handrails, guardrails, door hardware and doorway clearances, signage, areas of rescue assistance in stairwells, auditorium stage ramp, and plumbing fixtures, bathroom accessories and grab-bar mounting heights.</p> <p>This facility does not comply with many of the current day ADA federal regulation standards for accessible design. The most significant areas of non-compliance include: the toilet room and plumbing fixture clearances (sinks, toilets, urinals, drinking fountains, etc.), grab bars, mounting heights of toilet room accessories, configurations of stairway handrails and guardrails, maneuvering clearances at doorways and corridors, minimum dimensions of elevator cars and control panels, required minimum number of accessible parking stalls, detectable warnings and signage.</p> <p>Unless certain areas are deemed structurally or technically unfeasible to comply with current day standards, it is recommended that the areas mentioned above be brought up to code.</p>
9.	Interior Finishes & Furniture Upgrades	\$87k to \$116k	<p>Many areas of interior finishes and furniture (seating, desks, tables, etc.) are original 1970s vintage. Carpeting, floor tile, ceiling tile and furniture (such as general seating, auditorium seating, stage curtain, computer desks, work desks and tables, kitchen & A/V equipment) are showing age from 40 years of daily use and normal wear and tear.</p> <p>Update Interior Finishes in key areas and upgrade Furniture to enhance functionality, work efficiency, technology integration and appearance. Key areas include: lower level auditorium, public seating, study areas, office areas and conference rooms.</p>

Exhibit C: Planned Maintenance - Complete within 5 Years: (Continued)

Item	Description	Estimated Cost	Comments
10.	Acoustical Ceiling Tile (ACT) Replacement	\$140,000	Existing 12x12 spline acoustic ceiling tile contains asbestos, and many tiles are stained and sagged from condensation and water leaks. Many areas are dirty from airborne dust and pollutants, particularly around diffusers. Access above the ceiling is difficult and replacing ceiling tile is often postponed – thus numerous ceiling tiles are missing. Portions of the facility have already been upgraded to current day 24 x 24 ACT. Replacement of the remainder of the 12 x 12 spline ACT with current 24 x 24 ACT is recommended. Consideration for asbestos abatement may be necessary.
11.	Auditorium Seats Replacement	\$105,000	Due to normal wear and outdated fabric, replacement of the original 40 year old auditorium seats is recommended.
12.	Parking Lot Repaving	\$70,000	The parking lot has been resurfaced many times and remains a continuing maintenance issue. Removal of existing layers of asphalt and repave with new base and top courses of asphalt over min 8" compacted gravel fill is recommended.
13.	Branch Breakers Replacement	\$11,000	Replace branch breakers used for lighting control. Recommend providing localized lighting control. Breakers are original and have failed and will continue to fail due to age. New replacement breakers are difficult to find and are expensive. Suitable replacement breakers have been relocated from panels no longer in service.
14.	Transfer Switch Installation	\$23,000	Install additional transfer switch for non-emergency loads. Recommend adding transfer switch to separate emergency loads from back-up power loads.
15.	Flooring Replacements	\$30,000	Periodic replacement of flooring, as necessary. Primarily carpeting in public areas with heavy use. Generally replace every 8-10 years based on wear and condition.
16.	Existing Cooling Tower & Steam Boiler Maintenance	\$7,000	The existing cooling tower and steam boiler have been well maintained. With proper and regular continued maintenance the cooling tower and steam boiler can be expected to last another 7-10 years, or more.
17.	Boilers, Chillers and Pumps Maintenance	\$18,000	The existing boilers, chillers and pumps have been well maintained. With proper and regular continued maintenance boilers, chillers and pumps should have another 20 years of remaining life expectancy.
TOTAL		\$978,200 to \$1,078,200	

Exhibit D: Capital Improvements - Complete ROI to Justify Expenditures:

Item	Description	Estimated Cost	Comments
1.	Interior Lighting Retrofit PARTIALLY COMPLETED by Beyler from BCCL operating budget... 85% - 90% of public areas & approximately 60% of the entire building are complete... Beyler will complete remaining work as part of a building renovation.	\$112,000	The building lighting system incorporates several different technologies. For nearly 70% of the lighting fixtures, 4-foot T12 lamps are used in combination with energy saving ballasts. These lamp and ballast combinations are primarily found in the indirect lighting located between the double tees in the precast concrete structure. These fixtures provide a gentle illumination throughout the facility but utilize more energy than current technology requires. T-12 U tube lamps are utilized in ceiling fixtures in the corridors on the third floor. T8 FO32W lamps are used in the leased area on the third floor. In the second floor office areas and in the first floor primary circulation areas, light fixtures used 1"x1"x1" parabolic louvers that direct the light from the lamps inside the fixtures straight down to the floor without allowing the light to spread out. Directly below one of these paracube fixtures a light meter reading was recorded at 56 foot candles (fc), while two feet over a reading of only 20 fc was noted.
2.	Stack Area Lighting Upgrade	\$21,000	Provide modifications to stack area lighting. The current lighting layout does not meet recommended lighting levels for a public library stack environment. Lighting levels in the book stack areas on the second floor are lower than industry standards. Horizontal foot candle (fc) measurements are in the range of 4.6 to 22.4 fc in the low ceiling area just west of the staircase. In the higher ceiling area in the northwest corner of the building fc measurements are between 8.9 and 38.7 fc. Vertical fc range from 1.4 to 3.1 fc at 12 inches above the floor in the low ceiling area and 9.3 to 10.2 fc near the top of the stack. In the higher ceiling area vertical fc measurements are between 3.2 and 5.4 fc at 12 inches above the floor and 16.8 to 18.4 fc near the top of the stack.
3.	Book Unloading Area Lighting Replacement	\$12,000	The lighting levels in the book unloading area are less than desired. Lighting ranging from 68 foot candles (fc) directly beneath the light fixture to below 7 fc along the room edges has been measured. For the work that takes place in this room, lighting levels need to be increased and more consistent throughout the room (typically 35-50 fc).
4.	Exterior Lighting Re-lamping	\$9,000	Exterior lighting measurements were taken around the facility to determine lighting levels. Along the south side of the building, lighting was measured between 0.2 and 0.4 foot candles (fc); 0.1 to 0.4 fc along the walkway on the west side; 0.2 to 5.3 fc along the north side, with levels of 1.1 to 3.4 fc in the parking and drive-up window areas. Additionally, exterior lighting was measured at 3.4 to 5.1 fc along the northeast corner of the building, 0.0 fc from the middle of the east side of the building to the southeast corner of the property. The Illuminating Engineering Society of North America (IESNA) recommends between 0.6 to 1.0 fc along walkways and intermediate areas. Further, the IESNA recommends lighting levels in the range of 0.6 to 0.9 fc for a general parking area.

Exhibit D: Capital Improvements - Complete ROI to Justify Expenditures: (Continued)

Item	Description	Estimated Cost	Comments <i>(Continued from Previous Page)</i>
			<p>The parking lot lighting is adequate, except for the southeastern corner of the building. Additional lighting should be provided in this area.</p> <p>Trim foliage to allow light from exterior fixtures to better illuminate grounds and provide a greater level of security. There are several trees that prevent lighting from effectively illuminating the area.</p> <p>Replace the lighting technology from mercury vapor lamps and ballasts to a different technology such as induction lighting or LED lighting. Both of these style lamps have a lamp life that may approach 100,000 hours and could provide more illumination to the walkways.</p> <p>Re-lamp exterior lighting from existing HID to either LED or induction style lamps.</p>
5.	Exterior Lighting Re-lamping	\$23,000	Existing exterior doors and windows are likely all original. The vintage early 1970's window glazing is double-pane, with poor insulation values. The low R-values of the existing system are a key contributor to heat loss and gain of the overall exterior envelope.
6.	Exterior Doors & Windows Replacement	\$348k to \$376k	The original glazing system has poor insulating values resulting in low energy efficiency performance, high utility costs and a major factor in high levels of heat loss through the building envelope.
7.	Localized Lighting Control Modifications COMPLETED By Beyler from BCCL operating budget	\$26,000	<p>Total replacement of the existing exterior windows with a higher performance system is recommended. A higher quality system will have a much higher R-value than existing conditions, as well as a 100% thermally broken metal frame, which will significantly reduce transfer of cold and heat. A higher performance system will also significantly reduce energy costs.</p> <p>Provide localized lighting controls such as occupancy sensors and/or low-voltage lighting controls throughout the building to help conserve energy usage and comply with current energy code.</p> <p>The current lighting control system consists of circuit breakers in the main branch panels for each floor. By turning on each noted breaker, banks of lights come on throughout the main floor space, as well as provide power to the lighting in offices. Currently, either maintenance or security staff are responsible for turning on and off all lighting in the facility. The offices also have local light switches that turn on and off the lighting in these spaces. Only a few locations exist where occupancy sensors turn lighting on and off.</p>
8.	HVAC Control Systems Upgrades	\$35,000	Upgrade HVAC control systems from pneumatic to direct digital control (DDC) and provide appropriate maintenance and Apogee system set points.

Exhibit D: Capital Improvements - Complete ROI to Justify Expenditures: (Continued)

<i>Item</i>	<i>Description</i>	<i>Estimated Cost</i>	<i>Comments</i>
9.	System VAV Conversion	\$350k to \$405k	Conversion of existing constant volume system to variable air volume (VAV) system. The third floor lease space VAV system should be reactivated and re-commissioned. The variable volume component is currently not functioning as originally designed.
10.	Garage Exhaust and Make-Up air Installation	\$15,000	The garage is currently heated with a hot water unit heater. There is no exhaust or make-up air in this space. Exhaust and make-up air should be added to the garage to eliminate the migration of engine fumes into the building and to comply with current code.
11.	Plumbing Fixtures & Accessories Upgrades	\$70k to \$93k	Update and upgrade existing plumbing fixtures (sinks, toilets, urinals, drinking fountains, etc.) as necessary based on usage and condition. Recommend installation of modern water efficient fixture to reduce water consumption.
12.	Fire Suppression System	\$350,000	The existing building does not have a fire suppression system and is therefore recommended.
13.	Exterior Wall Insulation	\$202,000	Overall building envelope is poorly insulated resulting in high energy costs. R-values of exterior walls can be improved with additional insulation. Existing insulation is less than 1" or none in some wall cavities. Recommend installation of a min. 2" ridged insulation.
TOTAL		\$1,573,000 to \$1,679,000	